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ABSTRACT

The document is one of five summary reports, all part of a Pre-Technical Curriculum Planning Project for secondary students who aspire to technical employment or post secondary technical education. This report represents the results of an assessment of the northeast Florida area's technical occupations in health related occupations. A three-phase approach was utilized: (1) the identification of three broad career clusters in medical, laboratory, and nursing fields; (2) development of a survey instrument; and (3) a review of data collected. The following occupations are analyzed according to tasks and corresponding skills/knowledges: medical office assistant, records clerk, librarian, and receptionist; laboratory technician; laboratory assistant; histologic and blood bank technician; cytotechnologist; technical nurse; licensed practical nurse; nurse's aide; orderly; and surgical assistant. Employment statistics and projections, conclusions and recommendations complete the document. (MW)

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SUMMARY REPORT

TECHNICAL EMPLOYMENT IN NORTHEAST FLORIDA

HEALTH RELATED OCCUPATIONS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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DUVAL COUNTY SCHOOL BOARD
PRE-TECHNICAL CURRICULUM
PLANNING PROJECT - ESEA TITLE III
June, 1972

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INTRODUCTION

In 1971, the Duval County School Board took a major step forward in providing relevant curriculum for students when they adopted the concept of a three-program curriculum for senior high schools. The three programs decided upon by the Board were:

1. Vocational
2. College Preparatory
3. Pre-Technical

The differences between this high school curriculum and most others were that:

> The pre-technical program filled the gap between the vocational and the professional level preparation.
>
> Each of the three programs was directly related to the student's post high school plans.

The traditional programs and curriculum had made available programs that would provide the skills and knowledges for pupils desiring to enter a vocation or college, but only a few technical, and no pre-technical courses were offered.

This lack of a pre-technical curriculum was not a problem unique to Duval County Schools. Investigations by staff members of the Duval County School Board of existing programs at the local and state level, followed by consultations with state and national experts in technological education, revealed that no planned program of pre-technical education at the secondary level existed in

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the state or in the nation. Only fragments of a pre-technical curriculum, and a few high school technical programs, could be found. The failure of education on a national scale to respond to the needs of certain students, industries, and businesses emphasized the requirement for a carefully prepared pre-technical curriculum at the secondary level.

Education's failure to meet the need for technical and pre-technical education provided the impetus for this project. The project's ultimate goal is to develop a pre-technical curriculum which provides secondary students, who aspire to technical employment or post secondary technical education, with the requisite skills, knowledges, and attributes to respond successfully to current and anticipated demands of local, state, and national job markets.

Before any curriculum could be developed, an assessment had to be made of the kinds of technical occupations that presently exist in the Northeast Florida area plus the associated skills, knowledges, and attributes needed for these occupations. This summary report presents the results of that assessment.

The study was limited to the Northeast Florida area and to selected agencies because of time and personnel constraints. However, there is no reason why the procedures used in this study would not be applicable for a wider geographic region.

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DESIGN OF THE STUDY

This study was designed to meet the following objectives with respect to technical occupations in Health Related Occupations in Northeast Florida:

1. To identify the existing technical occupations and the number of present and anticipated employees in each;
2. To determine the requisite skills, knowledges, and attributes associated with successful participation in each occupation identified in (1);
3. To cluster the technical occupations.

The scope of the study required a three-phase approach.

Phase I was the identification of three broad career clusters in the Health Related Occupations. These were determined to be:

1. Medical Related
2. Laboratory Related
3. Nursing Related

Special Area Advisory and Review Committees were established in each of the clusters. Each committee was composed of:

1. Area specialists from the Duval County School Board;
2. Working technicians;
3. Key representatives from the Health Related Agencies in Duval County.

The first function of each committee was to prepare a rough draft survey form of tasks performed in each cluster area. A tentative list of skills, knowledges, and attributes was also identified at this time. The project staff

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was responsible for researching the literature and making resources available to assist the committee members in this endeavor. After preparing the survey instrument for each area, the committee members identified businesses and/or agencies in the Northeast Florida area which employed personnel in technical positions, and then identified key individuals within those agencies. These key individuals were contacted by staff personnel, met as an advisory committee, and completed a job task survey instrument for the technical occupations existing within the business.

Phase II consisted of developing a written survey instrument which was mailed to businesses and/or agencies not contacted in Phase I. This survey was used to supplement the information obtained in Phase I and to identify the number of present and anticipated employees in each occupation. Businesses and/or agencies identified in Phase II were determined from the following sources:

1. Yellow pages of the telephone directory;
2. Consolidated City of Jacksonville Records;
3. Health Planning Council.

An attempt was made to contact all businesses and/or agencies from the sources listed where one or more workers were required to have competencies in job performance for Health Related Occupations.

The primary method of determining the number of present and anticipated employees was a mailed questionnaire. This method was selected for the following reasons:

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1. It allowed wider coverage and a larger number of contacts than a personal interview;

2. It was less expensive than a personal interview;

3. A mailed questionnaire allowed the agency representative to complete it at his leisure.

Follow-ups (personal visit or telephone) to the questionnaire were made by a project staff member in the following cases:

1. Business that did not return the questionnaire;

2. If the returned questionnaire indicated a new technical position existed in that business.

In Phase III, members of the Special Area Advisory Committees met to review the data collected. Task forces composed of consultants and members of each area advisory committee met individually, and in some cases jointly, to expand and compile the lists of tasks and skills in each of the three areas. Based on these lists, a final review and modification was made by selected committee members. The results of that review are presented in Chapters 1-5 of this report.

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CHAPTER I

IDENTIFICATION OF TECHNICAL OCCUPATIONS HEALTH RELATED FIELDS

The majority of the occupations given in the Health Related Fields were identified by members of the specialized Advisory Committee. Personal visits to selected businesses in each area completed the identification of occupational titles.

No attempt was made by the staff or committees to interpret what was meant by various job titles or occupations. The common titles currently in use by governmental agencies or businesses were used, as were the job titles listed in the Dictionary of Occupational Titles. The table below summarizes the number of occupations identified in each major area.

Area	Number of Occupations Identified
I. Medical Related Occupations	5
II. Laboratory Related Occupations	6
III. Nursing Related Occupations	5

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1. Completed by technicians supervisor.
2. Completed by personnel office staff.
3. Completed by project staff member from available job description information.

An attempt was made to obtain at least three completed surveys on each occupation. A consensus of individuals who completed the survey provided the basis for listing that task as being performed in that occupation.

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HEALTH RELATED OCCUPATIONS

I. Job Occupations in Medical Related Occupations and Identifying Code Titles:

Medical Office Assistant. 1

Medical Record Clerk 2

Ward Clerk 3

Medical Librarian 4

Medical Receptionist 5

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HEALTH RELATED

Medical Related

JOB ENTRY TASKS	CODE 1	2	3	4	5
1. Alert to potential environmental hazards.	X	X	X	X	X
2. Arrange equipment for convenient and safe use.	X	X	X	X	X
3. Has an understanding of fire preventions and control.	X	X	X	X	X
4. Know routine for fire in patient area and demonstrate his knowledge of procedures for securing the building and reassuring and aiding patients.	X	X	X	X	X
5. Know procedures for carrying our first aid in emergency and/or accident situations.	X	X	X	X	X
6. Know the legal responsibilities of the institution in providing for patients.	X	X	X	X	X
7. Follow procedures for control and security of medical supplies.	X	X	X	X	X
8. Follow narcotic security procedures.	X	X	X		
9. Perform procedures only within delegated duties, i.e. act within limits of training and ability.	X	X	X	X	X
10. Conduct effective patient interview using accepted techniques.	X		X		X
11. Talk with patient productively and effectively.	X		X		X
12. Listen, obtain information and report pertinent behaviors obtained in interviews.	X		X		X
13. Use forms to record observations.					X
14. Supervise other workers.	X	X	X	X	

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HEALTH RELATED

Medical Related

JOB ENTRY TASKS	CODE 1	2	3	4	5
15. Perform as a group or team leader.	X	X	X	X	
16. Teach individuals or groups.	X		X		
17. Help patients develop positive attitudes toward their illness and/or confinement.	X				
18. Consult with other workers concerning the health problems of patients.	X	X			
19. Put things in writing, get adequate documentation.	X	X	X	X	X
20. Decide what data is actually needed in gathering patient data.	X				X
21. Organize data into systematic records.	X	X	X	X	
22. Obtain permission for exceptions to rules, policies, and practices when needed for patients.	X	X	X		
23. Be part of the decision or policy making groups. Set goals and objectives.	X	X	X	X	X
24. Responsible for budget or budget management.			X	X	
25. Responsible for fiscal management procedures (requisitioning and purchasing procedures, inventory procedures, fiscal record keeping).	X			X	
26. Evaluate performance of others.			X		
27. Recognize the signs and symptoms of the most common illnesses.	X				
28. Evaluate the signs and symptoms of the most common illnesses.	X				X
29. Recognize local and general, external and internal, effects of shock and hemorrhage.	X		X		X

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HEALTH RELATED

Medical Related

JOB ENTRY TASKS	CODE 1	2	3	4	5
30. Understand the importance of respiratory function and can: A. Check for open airway	X				X
B. Perform mouth to mouth resuscitation.	X	X	X	X	X
C. Use mechanical resuscitation equipment.	X				
D. Use oxygen and suction equipment.	X				
E. Perform chest heart massage.	X				
31. Has skill in use of pressure dressings, manual pressure, and use of tourniquets to stop bleeding.	X				
32. Familiar with medical terminology for: A. Body parts and systems	X	X	X	X	X
B. Common diseases and conditions.	X	X	X	X	X
C. Diagnosis	X	X	X	X	X
D. Surgical procedures	X	X	X	X	X
33. Find information about patients care or conditions by appropriate use of: A. Kardex			X		
B. Charts	X		X		
C. Procedure books	X		X	X	
D. Medical dictionaries	X	X	X	X	X
E. Library facilities	X	X	X	X	X

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HEALTH RELATED

Medical Related

	JOB ENTRY TASKS	CODE 1	2	3	4	5
34.	Accurate use of medical terminology in writing and reading reports and in verbal communications concerning patient care.	X		X		
35.	Be able to translate medical terminology to lay language.	X		X		X
36.	Recognize and immediately report deviations of patients vital signs from the normal.	X		X		
37.	Observe and report signs indicating an undesirable reaction to treatment or medication.	X				
38.	Assist other health team members with A. Patient examination	X				
	B. Diagnostic test	X				
	C. Patient care	X				
39.	Demonstrate tact in giving and withholding information concerning patient care and/or operations of the hospital.	X	X	X	X	X
40.	Check that patient's name and/or identifying data is on each page of the patient's record.	X	X	X	X	X
41.	Use and follow established procedures for authorization and/or accident report forms (autopsy, surgery, diagnostic tests, discharge forms).			X		X
42.	Communicate findings to the physician.	X		X		X
43.	Use the telephone to give and receive information accurately and courteously.	X	X	X	X	X
44.	Prepare written reports that are accurate, complete, understandable, and legible.			X		
45.	Follow handwashing procedures set to maintain control of infection.	X		X		
46.	Carry out sterilization procedures and aseptic technique.	X				

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HEALTH RELATED

Medical Related

	JOB ENTRY TASKS	CODE 1	2	3	4	5
47.	Assist in establishing a comfortable and positive relationship between the patient and the physician or nurse.	X		X		X
48.	Receive and direct patients and visitors.	X		X		X
49.	Apply secretarial skills and practice to institution's or physician's correspondence, record keeping and retrieval.	X	X	X	X	X
50.	Maintain supply inventory.	X	X	X	X	X
51.	Order, check delivery of, and store medical supplies.	X	X	X	X	X
52.	Sort incoming mail.	X	X	X	X	X
53.	Prepare outgoing correspondence.	X				
54.	Take dictation.	X				
55.	Transcribe from dictating equipment.	X	X			
56.	Type (40 - 60 words per minute).	X	X			X
57.	Maintain correspondence files.	X				
58.	Maintain a reminder card file (or other appropriate method) for periodic office tasks and recalls.	X		X		X
59.	File and locates patient records.		X		X	
60.	Prepare medical records for permanent filing.		X		X	
61.	Maintain medical record files.	X	X		X	

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HEALTH RELATED

Medical Related

JOB ENTRY TASKS	CODE 1	2	3	4	5
62. Keep appointment book.	X				X
63. Keep waiting patients informed in case of physician delay.	X		X		X
64. Maintain a system of bookkeeping for the institution or doctor's office.	X				
65. Maintain petty cash account.	X				
66. Pay bills, check and file invoices.	X				
67. Maintain records of office payroll.	X				X
68. Compute patient fees.	X				X
69. Maintain patient accounts.	X				
70. Report on insurance claim forms.	X				
71. Use specialized registries in the follow-up of patients.	X				
72. Transcribe histories, physical exams, consultations, diagnostic test reports, and operative reports.		X			
73. Use skill in proofreading.				X	
74. Prepare reports of births, deaths, communicable diseases and other data.				X	
75. Maintain medical library including medical journals and article reprints.				X	
76. Type manuscripts in required form for publication.		X			

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HEALTH RELATED

Medical Related

JOB ENTRY TASKS	CODE 1	2	3	4	5
77. Conduct library research.				X	
78. Interpret data in tables, graphs, etc.				X	
79. Place calls - local and long distance.	X	X	X	X	X
80. Make travel arrangements for staff.	X				
81. Use symbols of apothecary and metric system.	X		X		
82. Measure and weigh patient.	X				
83. Prepare patient for medical examination, diagnostic test or treatment.	X				
84. Check and record temperature and blood pressure.	X				
85. Assist patient in planning special diets from list of allowed foods.			X		
86. Assist patient in planning special diets from list of allowed foods.					
87. Collect urine specimen.	X				
88. Measure specific gravity of urine.	X				
89. Test urine for sugar and acetone.	X				
90. Count patient's respiration rate.	X				
91. Prepare and fill hypodermic syringe.	X				

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HEALTH RELATED

Medical Related

		CODE				
		X 1	2	3	4	5
92.	Apply and/or remove artificial limb.					
93.	Apply slings and bandages.	X				
94.	Set up equipment for application of casts.	X				
95.	Load and operate autoclave.	X				
96.	Assist physician with gowning and gloving.	X				
97.	Drape tables and stands.	X				
98.	Set up tables, stands, liners and all needed equipment and instruments for surgery.	X				
99.	Prepare examining room and equipment.	X				
100.	Collect and prepare specimens for pathological studies.	X				
101.	Prepare, preserve, and ship serological specimens.	X				
102.	Maintain, care for, test, and manipulate, surgical instruments, equipment, and supplies.	X				
103.	Operate and adjust all types of examining tables.	X				
104.	Clean examining rooms.	X				
105.	Arrange for repairs and custodial service.	X		X		
106.	Prepare admission forms.	X				X
107.	Compute census days.			X		

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HEALTH RELATED

Medical Related

JOB ENTRY TASKS	CODE 1	2	3	4	5
108. Assemble medical records after discharge.		X	X	X	
109. Assign service classification.				X	
110. Analyze medical records for deficiencies.				X	
111. Check that all necessary authorizations have been included in the medical record.			X		
112. Prepare records for microfilming.		X		X	
113. Cross index diseases and operations.		X		X	
114. Release information to authorized parties.				X	
115. Prepare medical records for courts.				X	
116. Process information for handling by computurized systems or other automatic data processing.				X	
117. Use adding machine and/or calculator.		X		X	
118. Compute percentages and ratios.				X	
119. Take X-ray films.	X				
120. Administer radiation therapy.					

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HEALTH RELATED OCCUPATIONS

I. Job Occupations in Laboratory Related Occupations and Identifying Code Titles:

Medical (Clinical) Lab Technician. 1

Certified Lab Assistant 2

Laboratory Assistant 3

Histologic Technician. 4

Blood Bank Technician. 5

Cytotechnologist 6

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
1. Alert to potential environmental hazards.	X	X	X	X	X	X
2. Arrange equipment for convenient and safe use.	X	X	X	X	X	X
3. Has an understanding of fire preventions and control.	X	X	X	X	X	X
4. Know routine for fire in patient area and demonstrate his knowledge of procedures for securing the building & reassuring & aiding patients.	X	X	X	X	X	X
5. Know procedures for carrying our first aid in emergency and/or accident situations.	X	X	X	X	X	X
6. Know the legal responsibilities of the institution in providing for patients.	X			X	X	X
7. Follow procedures for control and security of medical supplies.	X	X	X	X	X	X
8. Follow narcotic security procedures.						
9. Perform procedures only within delegated duties, i.e. act within limits of training and ability.	X	X	X	X	X	X
10. Conduct effective patient interview using accepted techniques.	X					
11. Talk with patient productively and effectively.	X	X	X	X	X	
12. Listen, obtain information & report pertinent behaviors obtained in interviews.	X					
13. Use forms to record observations.	X					
14. Supervise other workers.	X			X	X	X

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
15. Perform as a group or team leader.	X					
16. Teach individuals or groups.	X				X	X
17. Help patients develop positive attitudes toward their illness and/or confinement.	X					
18. Consult with other workers concerning the health problems of patients.	X				X	
19. Put things in writing, get adequate documentation.	X	X		X	X	X
20. Decide what data is actually needed in gathering patient data.	X	X		X	X	X
21. Organize data into systematic records.	X			X	X	X
22. Obtain permission for exceptions to rules, policies, and practices when needed for patients.	X	X	X	X	X	X
23. Be part of the decision or policy making groups. Set goals and objectives.	X			X	X	X
24. Responsible for budget or budget management.	X					
25. Responsible for fiscal management procedures (requisitioning and purchasing procedures, inventory procedures, fiscal record keeping).	X					
26. Evaluate performance of others.	X					
27. Recognize the signs and symptoms of the most common illnesses.	X					
28. Evaluate the signs and symptoms of the most common illnesses.	X					

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
29. Recoginze local and general, external and internal, effects of shock and hemorrhage.	X				X	
30. Understand the importance of respiratory function and can: A. Check for open airway	X	X	X	X	X	X
B. Perform mouth to mouth resuscitation.						
C. Use mechanical resuscitation equipment.						
D. Use oxygen and suction equipment.						
E. Perform chest heart massage.						
31. Has skill in use of pressure dressings, manual pressure, and use of tourniquets to stop bleeding.	X	X	X	X	X	
32. Familiar with medical terminology for: A. Body parts and systems	X				X	
B. Common diseases and conditions.	X	X			X	
C. Diagnosis	X					
D. Surgical procedures	X					
33. Find information about patients care or contitions by appropriate use of: A. Kardex	X					
B. Charts	X	X			X	X
C. Procedure books	X	X	X	X	X	X
D. Medical dictionaries	X	X	X	X	X	X

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
33. E. Library facilities	X	X	--	--	--	--
34. Accurate use of medical terminology in writing and reading reports and in verbal communications concerning patient care.	X	X	X	X	X	X
35. Is able to translate medical terminology to lay language.	X	X	X	X	X	X
36. Recognize and immediately report deviations of patients vital signs from the normal.	X					
37. Observe and report signs indicating an undesirable reaction to treatment or medication.						
38. Assist other health team members with A. Patient examination	X					
B. Diagnostic test	X	X	X		X	
C. Patient care	X					
39. Demonstrate tact in giving and withholding information concerning patient care and/or operations of the hospital.	X	X	X	X	X	X
40. Check that patient's name and/or identifying data is on each page of the patient's record.						
41. Use and follow established procedures for authorization and/or accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	X	X	X	X	X	X
42. Communicate findings to physician.	X				X	
43. Use the telephone to give and receive information accurately and courteously.	X	X	X	X	X	X
44. Prepare written reports that are accurate, complete, understandable, and legible.	X	X		X	X	X

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
45. Follow handwashing procedures set to maintain control of infection.	X	X	X	X	X	X
46. Carry out sterilization procedures and aseptic technique.	X	X	X	X	X	X
47. Assist in establishing a comfortable and positive relationship between the patient and the physician or technologist.	X	X	X	X	X	X
48. Receive and direct patients and visitors.	X	X	X	X	X	X
49. Examine bacteriological specimens microscopically.	X	X				
50. Identify pathogenic bacteria.	X					
51. Inoculate media for bacteriological study.	X	X				
52. Maintain stock cultures.	X	X				
53. Operate anaerobic devices.	X	X				
54. Perform antibiotic and autimicrobial agent sensitivity tests.	X	X				
55. Prepare culture media.	X	X	X			
56. Prepare subculture and smears.	X	X				
57. Receive and process T.B. cultures.	X	X				
58. Receive and process blood cultures.	X	X				
59. Receive and process other cultures.	X	X				

HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
60. Record and report colony counts on: A. Urine	X	X				
B. Other	X	X				
61. Stain bacteriological smears.	X	X	X			
62. Streak plates.	X	X	X			
63. Examine specimen for parasites. A. Microscopically	X	X				
B. Macroscopically	X	X				
64. Perform concentration and flotation techniques.	X	X	X			
65. Use correct procedures in filling and emptying equipment or instruments when working with poisons, acids, etc.	X	X	X			
66. Clean area and equipment aseptically.	X	X	X	X	X	X
67. Collect blood specimen from patient.	X	X	X	X	X	X
68. Collect fecal or urine specimens from patient.	X	X	X			
69. Collect sputum specimen from patient.	X	X				
70. Collect other specimens from patient.	X	X				
71. Perform antistreptotysin "o" titers.	X	X	X			
72. Perform complement fixation tests.	X	X	X			

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HEALTH REALTED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
73. Perform collodial gold test.	X	X	X			
74. Perform "c" reactive protein tests.	X	X	X			
75. Perform salmonella tests.	X	X				
76. Perform heterophile presumptive test.	X	X	X			
77. Perform infectious mononucleosis procedures.	X	X	X			
78. Perform latex fixation test.	X	X	X			
79. Perform rheumatoid arthritis test (RA).	X	X	X			
80. Perform and read agglutination tests.	X	X				
81. Perform VDRL test.	X	X	X			
82. Prepare antigens.	X	X				
83. Perform bleeding time procedures.	X	X	X			
84. Prepare and stain blood smears.	X	X	X			
85. Perform clot retraction test.	X	X	X			
86. Perform venous whole blood coagulations time tests.	X	X	X			
87. Perform differential cell counts.	X	X				

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
88. Perform eosinophille count.	X	X	X			
89. Perform hematocrit tests.	X	X	X			
90. Perform hemoglobin tests.	X	X	X			
91. Identify morphological variations of red or white blood cells.	X	X				
92. Prepare slides for lupus erythematosus.	X	X				
93. Perform specific gravity tests.	X	X	X			
94. Perform urobilinogin tests.	X	X	X			
95. Perform serum albumin tests.	X	X	X			
96. Perform A/G Ratio.	X	X	X			
97. Perform acid phosphatase test.	X	X	X			
98. Perform alkaline phosphatase test.	X	X	X			
99. Perform bilirubin (direct and/or indirect) test.	X	X	X			
100. Perform calcium tests.	X	X	X			
101. Perform amylase test.	X	X	X			
102. Perform chorides test.	X	X	X			

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
103. Perform serum creatinine tests.	X	X	X			
104. Perform glucose tests.	X	X	X			
105. Perform glucose tolerance tests.	X	X	X			
106. Perform blood urea nitrogen tests (BVN).	X	X	X			
107. Perform blood pH tests.	X	X	X			
108. Perform phosphorus tests.	X	X	X			
109. Perform potassium determinatious.	X	X	X			
110. Perform slide or tube test for pregnancy.	X	X	X			
111. Perform total protein tests.	X	X	X			
112. Perform salicylate level tests.	X	X	X			
113. Perform sodium determination.	X	X	X			
114. Perform urine amylase tests.	X	X	X			
115. Calibrate and use centifuge for serum separation from clot.	X	X	X			
116. Crossmatch blood.	X				X	
117. Preserve blood.	X				X	

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HEALTH REALTED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
118. Determine the number, appearance, and structure of blood cells in specimen.	X	X				
119. Test for sedimentation rate.	X	X				
120. Determine hemoglobin concentration and compute color index.	X	X	X			
121. Tabulate differential leucocyte count of blood.	X	X				
122. Make platelet and reticulocyte count.	X	X				
123. Determine Rh factor.	X	X			X	
124. Type blood.	X	X			X	
125. Determine hemalocret and prothrombin time of blood.	X	X				
126. Make ptotein-free blood filtrates.	X	X	X			
127. Calculate urea clearance.	X	X				
128. Perform tests to determine protein metabolism, enzyme levels, and cholesterol levels.	X	X	X			
129. Prepare, preserve, and ship serological specimens.	X	X	X			
130. Takes blood pressure and/or pulse rate of patient.	X					
131. Coverslip cytotechnology specimens.	X		X			X
132. Prepare alcohol dilutions.	X	X	X	X	X	X

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HEALTH RELATED

B. Laboratory

JOB ENTRY TASKS	CODE 1	2	3	4	5	6
133. Screen specimens for malignant cells.						X
134. Embed tissue in paraffin.				X	X	
135. Mount tissue for microscopic study.			X	X	X	
136. Prepare routine stains and fixatives for histology procedures.				X	X	
137. Prepare specimens (histology) for shipment.			X	X	X	
138. Section tissue in microscopic blocks.				X	X	
139. Stain Pap smears.				X	X	X
140. Stain histologic specimens for microscopic study.				X	X	X

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CHAPTER II

TASK ANALYSIS

HEALTH RELATED OCCUPATIONS

I. Job Occupations in Nursing Related Occupations and Identifying Code Titles:

Technical Nurse (Associate Degree). 1

Licensed Practical Nurse (LPN) 2

Nurse Aide. 3

Orderly. 4

Surgical Technician. 5

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
1. Alert to potential environmental hazards.	X	X	X	X	X			
2. Arranges equipment for convenient and safe use.	X	X	X	X	X			
3. Has an understanding of fire preventions and control.	X	X	X	X	X			
4. Knows routine for fire in patient area and demonstrates his knowledge of procedures for securing the building and reassuring and aiding patients.	X	X	X	X	X			
5. Knows procedures for carrying out first aid in emergency and/or accident situations.	X	X	X	X	X			
6. Knows the legal responsibilities of the institution in providing for patients.	X	X	X	X	X			
7. Follows procedures for control and security of medical supplies.	X	X	X	X	X			
8. Follows narcotic security procedures.	X	X						
9. Performs procedures only within delegated duties, i.e. acts within limits of training and ability.	X	X	X	X	X			
10. Conducts effective patient interview using accepted techniques.					X			
11. Talks with patient productively and effectively.					X			
12. Listen, obtain information and report pertinent behaviors obtained in interview.					X			
13. Use forms to record observations.	X	X						
14. Supervise other workers.	X	X						
15. Performs as a group or team leader.	X	X						
16. Teach individuals or groups.	X	X						
17. Help patients develop positive attitudes toward their illness and/or confinement.	X	X			X			

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
18. Consult with other workers concerning the health problems of patients.	X	X	X	X	X			
19. Puts things in writing, get adequate documentation.					X			
20. Decide what data is actually needed in gathering patient data.								
21. Organize data into systematic records.					X			
22. Obtain permission for exceptions to rules, policies, and practices when needed for patients.					X			
23. Be part of the decision or policy making groups. Set goals and objectives.	X	X			X			
24. Responsible for budget or budget management.								
25. Responsible for fiscal management procedures (requisitioning and purchasing procedures, inventory procedures, fiscal record keeping).								
26. Evaluate performance of others.								
27. Recognize the signs and symptoms of the most common illnesses.	X	X			X			
28. Evaluates the signs and symptoms of the most common illnesses.								
29. Recognizes local and general, external and internal, effects of shock and hemorrhage.	X	X			X			
30. Understands the importance of respiratory function and can:	X	X	X	X	X			
a. Check for open airway								
b. Perform mouth to mouth resuscitation	X	X	X	X	X			
c. Use mechanical resuscitation equipment								
d. Use oxygen and suction equipment	X	X	X	X	X			
e. Can perform chest heart message	X	X	X	X	X			
31. Has skill in use of pressure dressings, manual pressure, and use of tourniquets to stop bleeding.	X	X			X			

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
32. Familiar with medical terminology for: a. Body parts and systems	X	X	X	X	X			
b. Common diseases and conditions	X	X	X	X	X			
c. Diagnosis	X	X	X	X	X			
d. Surgical procedures	X	X	X	X	X			
33. Finds information about patients care or conditions by appropriate use of: a. Kardex	X	X	X	X				
b. Charts	X	X	X	X	X			
c. Procedure books	X	X	X	X	X			
d. Medical dictionaries	X	X	X	X	X			
e. Library facilities	X	X	X	X	X			
34. Accurate use of medical terminology in writing and reading reports and in verbal communications concerning patient care.	X	X	X	X	X			
35. Is able to translate medical terminology to lay language.	X	X		X				
36. Recognizes and immediately reports deviations of patients' vital signs from the normal.	X	X	X	X	X			
37. Observes and reports signs indicating an undesirable reaction to treatment or medication.	X	X		X				
38. Assists other health team members with: a. Patient examination	X	X	X	X				
b. Diagnostic test	X	X	X	X				
c. Patient care	X	X	X	X	X			
39. Demonstrates tact in giving and withholding information concerning patient care and/or operations of the hospital.	X	X	X	X	X			
40. Checks that patient's name and/or identifying data is on each page of the patient's record.								
41. Uses and follows established procedures for authorization and/or accident report forms (autopsy, surgery, diagnostic tests, discharge forms).	X	X			X			

TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
42. Prepares written reports that are accurate, complete, understandable and legible.	X	X			X			
43. Uses the telephone to give and receive information accurately and courteously.	X	X	X	X	X			
44. Follows established procedures for release of information to police, insurance representatives, family, patient, etc.	X	X						
45. Follows handwashing procedures set to maintain control of infections.	X	X	X	X	X			
46. Carries out procedures concerning sterilization and aseptic techniques.	X	X	X	X	X			
47. Assists in establishing a comfortable relationship between the patient and the doctor.					X			
48. Escorts ambulatory patients when necessary.	X	X	X	X	X			
49. Delivers mail, gifts, and flowers to patients.	X	X	X	X				
50. Receives and directs visitors.	X	X	X	X				
51. Plans and gives personal care if patient requires assistance.	X	X	X	X	X			
52. Skill in bathing bed patients.	X	X	X	X				
53. Adjusts "routine" procedures for patient comfort and cleanliness according to patient's individual needs.	X	X	X	X				
54. Arranges equipment and supplies for patient's convenience and provides explanation where necessary to assist the patient in self-care.	X	X	X	X				
55. Skill in using nursing measures to promote sleep.	X	X	X	X				
56. Make beds which are neat, wrinkle-free, and adaptable to the patient's comfort.	X	X	X	X	X			

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
57. Utilizes procedures to prevent dissemination of bacteria when making beds.	X	X	X	X	X			
58. Transports patient in wheelchair and helps in and out of wheelchair.	X	X	X	X	X			
59. Adjusts bed for patient's comfort.	X	X	X	X	X			
60. Gives alcohol back rub and uses foam sponge rubber, wool, sheepskin, and air-filled pads.	X	X	X	X				
61. Understands cause and prevention of decubiti.	X	X	X	X	X			
62. Skill in turning and positioning bed patients.	X	X	X	X	X			
63. Assists patient with tub bath, partial bath, or shower.	X	X	X	X				
64. Uses procedures (assists if necessary) for special therapeutic modifications of bathing such as sitz bath, saline bath, oatmeal bath, foot or arm soak, and continuous warm, wet soaks.	X	X	X	X				
65. Shampoos, combs and arranges hair of patient.	X	X	X	X				
66. Treats scalp for elimination of pediculi.	X	X	X	X				
67. Assists patients with mouth care.	X	X	X	X				
68. Supervises procedures assisting with elimination without embarrassing the patient.	X	X	X	X				
69. Utilizes established procedures in cleaning bedpans and urinals.	X	X	X	X				
70. Helps move patients on stretcher and transports safely.	X	X	X	X	X			
71. Disinfection, use, and care of clinical thermometer.	X	X	X	X	X			
72. Accurately measures body temperature and reads clinical thermometer for oral, rectal, and auxiliary temperatures.	X	X	X	X	X			
73. Gives an enema.	X	X	X	X				

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
74. Recognizes deviations from normal temperatures and reports them.	X	X	X	X	X			
75. Identify and describe variations in rate, strength, volume, and rhythms of pulse.	X	X			X			
76. Counts patient's respiration with or without the patient's knowledge.	X	X	X	X	X			
77. Recognizes and reports any abnormal rate or character of respiration.	X	X	X	X	X			
78. Accurately measures patient's blood pressure and records it on his chart.	X	X	X	X	X			
79. Cleans laboratory glassware.								
80. Decontaminates laboratory equipment.								
81. Prepares various solutions.								
82. Collects specimens, following appropriate procedures.	X	X	X	X				
83. Applies dressings and bandages.	X	X	X	X	X			
84. Applies heat or cold.	X	X	X	X				
85. Communicates doctor's orders to another department or agency.	X	X						
86. Assists doctor with physical examination.	X	X	X	X				
87. Tests urine for sugar and acetone.	X	X	X	X				
88. Measures specific gravity of urine.	X	X						
89. Weighs patient and records patient's weight on chart.	X	X	X	X				
90. Fills hypodermic syringe.	X	X		X				
91. Gives injections.	X	X						

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
92. Sets up equipment for application of casts.					X			
93. Follows procedures for soaking, cleaning, and sterilizing instruments, trays, basins, and other equipment to be used in:								
a. The examination room.	X	X	X	X	X			
b. The operating room.	X	X	X	X	X			
94. Prepares for and operates autoclave.					X			
95. Prepares, preserves, and ships serological specimens.					X			
96. Operates and adjusts examining tables.	X	X	X	X	X			
97. Measures and enters temperature, pulse, and respiration accurately on charts.	X	X	X	X	X			
98. Applies arm slings.	X	X	X	X				
99. Applies and removes artificial limb.								
100. Plans meals using basic principles of nutrition.								
101. Requisitions meals.	X	X						
102. Notifies dietary department of diet changes.	X	X						
103. Uses fluid measurement.	X	X	X	X	X			
104. Checks food trays against prescribed diet list.	X	X	X	X				
105. Utilizes diet exchange lists to accomodate likes and dislikes.								
106. Checks food eaten by patient when collecting trays.	X	X						
107. Serves patient's tray.	X	X	X	X				
108. Estimating records and reports patients diet and fluid intake.	X	X	X	X				
109. Prepares tray for return to dietary department.	X	X	X	X				

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
110. Inserts rectal suppository.	X	X						
111. Changes dressing of patients with a colostomy or ileostomy.	X	X	X	X	X			
112. Maintains records on fluid intake and output in either metric or U.S. measure systems.								
113. Recognizes and reports normal and abnormal urine.	X	X	X	X				
114. Irrigates catheter.	X	X	X	X				
115. Converts measures from metric to English or English to metric system.	X	X						
116. Catheterizes patient.	X	X		X				
117. Cares for patient with indwelling catheter.	X	X	X	X	X			
118. Irrigates an indwelling catheter.	X	X	X	X	X			
119. Checks and regulates flow of intravenous solution.	X	X						
120. Starts intravenous infusion.	X							
121. Checks and regulates flow of blood transfusion.	X	X						
122. Prepares plaster and assists in applying casts.								
123. Adjusts traction apparatus.								
124. Sets up an isolation unit.	X	X	X	X				
125. Follows procedures in care of isolated patients.	X	X	X	X	X			
126. Sets up identification of contaminated and clean areas for help of other personnel.	X	X			X			
127. Prepares preoperative patient.					X			
128. Responsible for preoperative orders being carried out, records checked, and patient identifications before transfer to operating room.	X	X			X			

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
129. Assists the patient with discharge procedures.	X	X	X	X				
130. Cleans patient unit after discharge.								
131. Disposal of contaminated materials and equipment.	X	X	X	X				
132. Apply and remove gown and mask.	X	X			X			
133. Prepare accident and/or safety reports.	X	X			X			
134. Give general skin care.	X	X	X	X				
135. Set up and regulate humidifier.								
136. Apply and remove braces.								
137. Gives artificial respiration.	X	X	X	X	X			
138. Check and maintain drainage tubing with or without suction.					X			
139. Takes an electrocardiogram.								
140. Draws a sample of blood.	X	X						
141. Assembles surgical or abstretrical packs.				X				
142. Administer nasogastric.	X							
143. Administer gavage.	X	X						
144. Administer gastrotomy.	X	X						
145. Assist the patient in passive and/or active exercise.	X	X	X	X				
146. Administer oxygen (tent, mask or catheter).	X	X						
147. Administer oxygen: positive pressure.								
148. Suction patients tracheotomy.	X	X	X	X				
149. Remove and clean inner cannula of tracheotomy.	X	X	X	X				

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5			
150. Set up and regulate croupette.	X	X						
151. Set up equipment and assist in rectal, vaginal, or protoscopic examination.	X	X	X	X	X			
152. Screen and drape patient.	X	X	X	X	X			
153. Instill solutions into eye, ear, nose.	X	X			X			
154. Irrigate and/or instill solutions into wound.	X	X			X			
155. Irrigate stomach.	X	X						
156. Instill solutions into stomach.	X	X						
157. Assist with somatic therapies.	X	X	X	X				
158. Give oral medications.	X	X						
159. Do nose and throat cultures.	X	X						
160. Do wound cultures.	X	X						
161. Give inhalation medication.								
162. Prepare medications.	X	X			X			
163. Give intramuscular injections.	X	X						
164. Instruct patient and family as to post-hospital care of patient.	X	X						
165. Assist physician in his rounds with the patients.	X	X						
166. Assist with individual and/or group therapy.	X	X	X	X				
167. Start intravenous fluids.	X							
168. Help patients to use crutches or other aids to walking.	X	X	X	X				
169. Start blood transfusion.	X							

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TASK ANALYSIS

NURSING RELATED OCCUPATIONS

JOB OCCUPATIONS BY CODE TITLES

JOB ENTRY TASKS	1	2	3	4	5				
170. Give intravenous medications.	X	X							
171. Read cardiac monitors.	X				X				
172. Read fetal monitors.	X				X				
173. Read skin tests.	X	X							
174. Supervise personnel in giving nursing care.									
175. Analyze nursing care requirements.									
176. Assign patients to team members.	X								
177. Assign unit tasks to team members.	X								
178. Supervise and evaluate performance of team members.									
179. Orient new personnel.	X	X	X	X					
180. Schedule patient activities.	X	X	X	X					
181. Carry out aseptic technique.	X	X	X	X	X				
182. Assists patient with therapeutic exercises.	X	X	X	X					
183. Suction patients respiratory passages.	X	X			X				

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CHAPTER III

TASK - SKILLS/KNOWLEDGES ANALYSIS IN HEALTH OCCUPATIONS

This chapter presents the skills and/or knowledges for each task listed in Chapter II. The identification of these skills and knowledges was made utilizing the following resources:

1. Consultants with expertise in the appropriate area.
2. Area specialists from the Duval County School Board.
3. Job description information from various governmental agencies and businesses.
4. Publications on health careers.

A review of the skills and knowledges was made by members of the advisory committee before final approval. However, the skills and knowledges listed should not be considered as final. Each listing will be updated and revised as curriculum is developed in the second year of the project. The chapter is divided into four parts:

1. Tasks - Skills/Knowledges which are common to the three occupational areas identified.
2. Tasks - Skills/Knowledges, Medical Related
3. Tasks - Skills/Knowledges, Laboratory Related.
4. Tasks - Skills/Knowledges, Nursing Related.

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Tasks - Skills / Knowledges

HEALTH RELATED COMMONALITIES

#1 to #49

MEDICAL RELATED

LABORATORY RELATED

NURSING RELATED

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TASKS	SKILLS/KNOWLEDGES
1. Alert to potential environmental hazards.	1.1 Knowledge of common safety hazards existing in health care institutions. 1.2 Skill in recognizing and reporting potential environmental hazards. 1.3 Recognize the need for recognizing and reporting safety hazards.
2. Arrange equipment for convenient and safe use.	2.1 Knowledge of the various types and kinds of equipment used in health care institutions and the proper manner in which to use each. 2.2 Skill in arranging equipment for convenient and safe use. 2.3 Recognize the reasons for proper arrangement of equipment.
3. Has an understanding of fire prevention and control.	3.1 Knowledge of the common causes of fires in health care institutions. 3.2 Skill in recognizing, correcting, or reporting potential fire hazards. 3.3 Knowledge of the common classes of fires and how to control each. 3.4 Skill in locating and using fire extinguishers. 3.5 Knowledge of safety procedures using explosive gases or oxygen.

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TASKS	SKILLS/KNOWLEDGES
4. Know routine for fire in patient area and demonstrate knowledge of procedures for securing the buildings and rescuing and aiding patients.	4.1 Knowledge of fire control procedures in patient area. 4.2 Knowledge of general procedures for building security and fire control.
5. Carry out first aid in emergency and/or accident situations.	5.1 Knowledge of common first aid procedures. 5.2 Skill in the use of common first aid procedures. 5.3 Skill in using equipment required for first aid procedures. 5.4 Knowledge of common medical conditions and the most common medical emergencies necessary to obtain and transmit relevant information.
6. Know the legal responsibilities of the institution in providing for patients.	6.1 Knowledge of the legal implications of caring for patients.
7. Follow procedures for control and security of medical supplies.	7.1 Knowledge of the procedures for the control and security of medical supplies. 7.2 Awareness of the need for the control and security of medical supplies.
8. Follow narcotic security procedures.	8.1 Knowledge of the procedures for the control and security of narcotics.

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TASKS	SKILLS/KNOWLEDGES
	8.2 Awareness of the need for tight control and security of narcotics.
9. Perform procedures written delegated duties.	9.1 Knowledge of the limits on performing health care procedures imposed by training and ability. 9.2 Knowledge of the legal responsibilities of the health care worker and institution.
10. Conduct effective patient interview.	10.1 Knowledge of common personality patterns and behaviors. 10.2 Skill in listening, receiving information and interpreting information. 10.3 Basic communication skills. 10.4 Skill in observing and reporting what is observed.
11. Talk with patient productively and effectively.	11.1 Knowledge of common personality patterns and behaviors. 11.2 Knowledge of various cultures, subcultures, and value systems associated with each. 11.3 Skill in listening receiving information and interpreting information. 11.4 Basic communications skills.

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TASKS	SKILLS/KNOWLEDGES
12. Listen, obtain information and report pertinent behaviors obtained in interviews.	12.1 Knowledge of common personality patterns and behaviors. 12.2 Skill in listening, receiving information and interpreting information. 12.3 Basic communications skills. 12.4 Skill in observing and reporting what is observed. 12.5 Knowledge of various cultures, subcultures and value systems associated with each.
13. Use forms to record observations.	13.1 Knowledge of the importance and necessity of forms in record keeping. 13.2 Skill in organizing thought process from observations. 13.3 Skill in conceptualizing ideas and thoughts.
14. Supervise other workers.	14.1 Knowledge of common personality patterns and behaviors. 14.2 Basic communications skills. 14.3 Basic knowledge of group processes. 14.4 Basic knowledge of administrative process. 14.5 Knowledge of one's self.

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TASKS	SKILLS/KNOWLEDGES
15. Performs as a group or team leader.	15.1 Knowledge of common personality patterns and behaviors. 15.2 Basic communications skills. 15.3 Knowledge of various cultures, subcultures and value systems associated with each. 15.4 Basic knowledge of group processes. 15.5 Basic knowledge of administrative process. 15.6 Knowledge of one's self. 15.7 Knowledge of how to effectively utilize groups.
16. Teach individuals or groups.	16.1 Knowledge of common personality patterns and behaviors. 16.2 Basic communications skills. 16.3 Knowledge of various cultures, subcultures, and value systems associated with each. 16.4 Skill in conceptualizing ideas and thoughts. 16.5 Basic knowledge of group processes. 16.6 Basic knowledge of learning theory. 16.7 Skill in principles and practices of teaching.

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TASKS	SKILLS/KNOWLEDGES
	16.8 Basic understanding of the affective, cognitive, and psychomotor domains. 16.9 Knowledge of, and skill in the use of, appropriate learning resources.
17. Help patients develop positive attitudes toward their illness and/or confinement.	17.1 Knowledge of common personality patterns and behaviors. 17.2 Skill in listening, receiving information, and interpreting information. 17.3 Basic communications skills. 17.4 Knowledge of various cultures, subcultures, and value systems associated with each.
18. Consult with other workers concerning the health problems of patients.	18.1 Knowledge of common personality patterns and behaviors. 18.2 Basic communications skills. 18.3 Basic knowledge of group processes.
19. Put things in writing, get adequate documentation.	19.1 Knowledge of the importance and necessity for records. 19.2 Knowledge of and skill in report writing. 19.3 Basic communications skills.

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TASKS	SKILLS/KNOWLEDGES
20. Decide what data is actually needed in gathering patient data.	20.1 Skill in organizing thought process from observations. 20.2 Skill in conceptualizing thoughts and ideas.
21. Organize data into systematic records.	21.1 Skill in organizing thought process from observations. 21.2 Skill in conceptualizing thoughts and ideas. 21.3 Basic communications skills.
22. Obtain permission for exceptions to rules, policies, and practices when needed for patients.	22.1 Knowledge of the limits on performing health care procedures imposed by training and ability. 22.2 Knowledge of the legal responsibilities of the health care worker and institution. 22.3 Knowledge of the procedures for securing exceptions to rules, policies, and practices.
23. Be part of the decision or policy making groups. Set goals and objectives.	23.1 Basic communications skills. 23.2 Knowledge of common personality patterns and behaviors. 23.3 Knowledge of various cultures, subcultures and value systems associated with each.

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TASKS	SKILLS/KNOWLEDGES
	23.4 Skill in organizing thought process from observations.
	23.5 Skill in conceptualizing ideas and thoughts.
	23.6 Basic knowledge of group processes.
	23.7 Basic knowledge of administrative process.
	23.8 Knowledge of one's self.
	23.9 Knowledge of and skills necessary for systematic planning and goal setting.
	23.10 Knowledge of the basic functions, goals and structures of the health services.
	23.11 Knowledge of the change process.
24. Responsible for budget or budget management.	24.1 Basic knowledge of institutional structures and functioning.
	24.2 Knowledge of and skill in financial reporting and record keeping.
	24.3 Knowledge of and skill in the budgeting process.
	24.4 Knowledge of and skill in coordinations.
25. Responsible for fiscal management procedures.	25.1 Knowledge of and skill in requisitioning and purchasing procedures.

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TASKS	SKILLS/KNOWLEDGES
	25.2 Knowledge of and skill in inventory procedures.
	25.3 Knowledge of and skill in fiscal record keeping.
26. Evaluate performance of others.	26.1 Knowledge of and skill in personnel evaluation procedures.
	26.2 Knowledge of the job responsibilities and job expectations.
	26.3 Skill in organizing thought process from observations.
	26.4 Knowledge of common personality patterns and behaviors.
	26.5 Skill in listening, receiving information and interpreting information.
	26.6 Basic communications skills.
	26.7 Skill in observing and reporting what is observed.
27. Recognize the signs and symptoms of the most common illnesses.	27.1 Knowledge of the physiological makeup of human beings.
	27.2 Knowledge of the symptoms of common illnesses and diseases.
	27.3 Knowledge of common personality patterns and behaviors.

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TASKS	SKILLS/KNOWLEDGES
28. Evaluate the signs and symptoms of the most common illnesses.	28.1 Knowledge of the physiological makeup of human beings. 28.2 Knowledge of the symptoms of common illnesses and diseases. 28.3 Knowledge of common personality patterns and behaviors.
29. Recognize local and general, external and internal, effects of shock and hemorrhage.	29.1 Knowledge of the symptoms accompanying shock. 29.2 Knowledge of the symptoms accompanying hemorrhage.
30. Understand the importance of respiratory functions and can a. Check for open airway b. Perform mouth to mouth resuscitation c. Use mechanical resuscitation equipment. d. Perform chest heart massage.	30.1 Basic knowledge of the physiological make-up of the human respiratory system. 30.2 Knowledge of first aid procedures for respiratory malfunction. 30.3 Skill in using various types and kinds of mechanical resuscitation equipment. 30.4 Skill in performing chest heart massage.
31. Use pressure dressings, manual pressure, and use of tourniquets to stop bleeding.	31.1 Basic knowledge of the physiological make-up and functioning of the human circulatory system.

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TASKS	SKILLS/KNOWLEDGES
	31.2 Skill in locating pressure points and applying manual pressure (or pressure dressings) to stop bleeding.
	31.3 Skill in the proper technique for using tourniquets.
32. Use the proper medical terminology for body parts and systems, common diseases, diagnosis, and surgical procedures.	32.1 Knowledge of the physiological makeup of human beings.
	32.2 Basic communications skills.
	32.3 Knowledge of and skill in the use of medical vocabulary pertaining to the human body and its systems.
	32.4 Knowledge of and skill in the use of medical vocabulary pertaining to the common diseases and the diagnosis of these diseases.
	32.5 Knowledge of surgical procedures and the medical vocabulary associated with them.
33. Locate information about patient's care or conditions by use of Kardex, charts, procedure books, medical dictionaries, and library facilities.	33.1 Knowledge of and skill in the use of Kardex.
	33.2 Knowledge of and skill in the use of patient charts.

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TASKS	SKILLS/KNOWLEDGES
	33.3 Knowledge of and skill in the use of medical dictionaires and other library resources and facilities.
	33.4 Basic communications skills.
34. Accurate use of medical terminology in writing and reading reports and in verbal communications concerning patient care.	34.1 Knowledge of the physiological makeup of human beings.
	34.2 Basic communications skills.
	34.3 Knowledge of and skill in the use of medical vocabulary pertaining to the human body and its systems.
	34.4 Knowledge of and skill in the use of medical vocabulary pertaining to the common diseases and the diagnosis of these diseases.
	34.5 Knowledge of surgical procedures and the medical vocabulary associated with them.
35. Is able to translate medical terminology to lay language.	35.1 Knowledge of the physiological makeup of human beings.
	35.2 Basic communications skills.
	35.3 Knowledge of and skill in the use of medical vocabulary pertaining to the human body and its systems.

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TASKS	SKILLS/KNOWLEDGES
	35.4 Knowledge of and skill in the use of medical vocabulary pertaining to the common diseases and the diagnosis of these diseases.
	35.5 Knowledge of surgical procedures and the medical vocabulary associated with them.
36. Recognize and immediately report deviations of patient's vital signs from the normal.	36.1 Knowledge of and skill in measuring the vital signs.
	36.2 Knowledge of and skill in detecting deviations from normal vital signs.
	36.3 Basic knowledge of the physiological make-up and functioning of the human circulatory system.
	36.4 Basic communications skills.
	36.5 Knowledge of the limits on performing health care procedures imposed by training and ability.
	36.6 Skill in observing and reporting what is observed.
37. Observe and report signs indicating an undesirable reaction to treatment or medication.	37.1 Knowledge of and skill in detecting the common reactions to treatment or medication.
	37.2 Basic knowledge of the physiological makeup of the human respiratory system.

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TASKS	SKILLS/KNOWLEDGES
	37.3 Basic communications skills.
	37.4 Knowledge of the limits on performing health care procedures imposed by training and ability.
	37.5 Skill in observing and reporting what is observed.
	37.6 Skill in the use of common first aid procedures.
38. Assist other health care team members with patient examinations, diagnostic tests, and patient care.	38.1 Knowledge of and skill in preparing the patient for medical examination, diagnostic test or treatment.
	38.2 Knowledge of common personality patterns and behaviors.
	38.3 Skill in listening and receiving information and interpreting information.
	38.4 Basic knowledge of group processes.
39. Demonstrate tact in giving and with-holding information concerning patient care and/or operations of the health care institution.	39.1 Knowledge of the legal responsibilities of the health care worker and institution.
	39.2 Skill in listening, receiving information and interpreting information.
	39.3 Basic communications skills.

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TASKS	SKILLS/KNOWLEDGES
40. Check that patient's name and/or identifying data is on each page of the patient's record.	40.1 Knowledge of the legal responsibilities of the health care worker and institution. 40.2 Knowledge of the importance and necessity of forms in record keeping. 40.3 Knowledge of the importance and necessity for records.
41. Use and follow established procedures for authorization and/or accident report forms (autopsy, surgery, diagnostic tests, discharge forms, etc.).	41.1 Knowledge of the legal responsibilities of the health care worker and institution. 41.2 Knowledge of the importance and necessity of forms in record keeping. 41.3 Knowledge of the importance and necessity for records. 41.4 Knowledge of and skill in the common procedures for authorization and/or accident report forms.
42. Prepare written reports that are accurate, completed, understandable and legible.	42.1 Basic communications skills. 42.2 Skill in letter writing and communication through written media. 42.3 Skill in organizing thought process from observations. 42.4 Skill in conceptualizing ideas and thoughts.

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TASKS	SKILLS/KNOWLEDGES
	42.5 Knowledge and skill in writing in technical and non-technical terms.
	42.6 Skill in writing and articulating organized ideas and information.
43. Use the telephone to give and receive information accurately and courteously.	43.1 Skill in listening, receiving information and interpreting information.
	43.2 Basic communications skills.
	43.3 Knowledge of common personality patterns and behaviors.
	43.4 Skill in the proper use of the telephone.
44. Follow established procedures for release of information to police, insurance representatives, family, patient, etc.	44.1 Knowledge of the legal responsibilities of the health care worker and institution.
	44.2 Knowledge of common personality patterns and behaviors.
	44.3 Knowledge of the legal implications of caring for patients.
	44.4 Knowledge of the importance and necessity for records.
	44.5 Knowledge of and skill in the reporting and collection of insurance claims.
	44.6 Knowledge of the procedures for releasing information to individuals or other institutions.

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TASKS	SKILLS/KNOWLEDGES
45. Follow handwashing procedures set to maintain control of infections.	45.1 Knowledge of and skill in washing and scrubbing hands according to specific procedures.
46. Carry out procedures concerning sterilization and aseptic techniques.	46.1 Knowledge of and skill in carrying out aseptic techniques. 46.2 Knowledge of and skill in carrying out isolation techniques. 46.3 Knowledge of and skill in carrying out sterilization techniques commonly used for equipment and supplies.
47. Assist in establishing a comfortable relationship between the doctor and the patient.	47.1 Knowledge of common personality patterns and behaviors. 47.2 Skill in listening, receiving information and interpreting information. 47.3 Basic communications skills.
48. Escort ambulatory patients when necessary.	48.1 Knowledge of when and how to assist ambulatory patients. 48.2 Skill in escorting ambulatory patients comfortably and safely.
49. Examine bacteriological specimens microscopically.	49.1 Knowledge of and skill in the use, care, and maintenance of various types of microscopes used in the medical laboratory.

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Tasks - Skills / Knowledges

MEDICAL RELATED

#48 to #120

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HEALTH RELATED A. MEDICAL TASKS	SKILLS/KNOWLEDGES
48. Receive and direct patients and visitors.	48.1 Knowledge of common personality patterns and behaviors. 48.2 Knowledge of office, clinical, or institutional procedures for receiving patients and/or visitors. 48.3 Basic communication skills. 48.4 Knowledge of various cultures, subcultures, and value systems associated with each.
49. Apply secretarial skills and practice to institutions or physician's correspondence, record keeping and retrieval.	49.1 Skill in the use of a glossary, dictionary, or medical dictionary to check meaning and spelling of terms. 49.2 Skill in a variety of office procedures using equipment such as adding machine, duplicating equipment, collators, key punch, microfilm, etc. 49.3 Knowledge of techniques and skill in illustrating and interpreting data in graphs, tables, etc. 49.4 Knowledge of the basic stems, prefixes, and suffixes of the most common medical terms. 49.5 Knowledge of the meaning of singular and plural noun formation, homonyms and other terms that are easily confused, of the most common medical terms.

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HEALTH RELATED A. MEDICAL TASKS	SKILLS/KNOWLEDGES
	49.6 Skill in identifying and explaining the meanings of descriptive terms, eponyms, common disease terms, abbreviations, clinical, and hospital terms.
	49.7 Skill in preparing patient index cards and record folders according to accepted procedures.
	49.8 Knowledge of the content, use, and requirements of records, and reports necessary for patient history.
	49.9 Basic knowledge of anatomy and physiology to detect gross errors and/or omissions in reports.
	49.10 Knowledge of the various common methods of handling, preserving, and retrieving records.
	49.11 Skill in filing and retrieving records using common procedures.
	49.12 Skill in handling correspondence.
	49.13 Knowledge of established procedures for preventing and finding misfiles.
	49.14 Knowledge of the confidential nature of medical information and medical records.
50. Maintain supply inventory.	50.1 Knowledge of and skill in inventory procedures.

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HEALTH RELATED A. MEDICAL TASKS	SKILLS/KNOWLEDGES
	50.2 Knowledge of the importance and necessity for records.
	50.3 Knowledge of the importance and necessity of forms in record keeping.
51. Order, check delivery of, and store medical supplies.	51.1 Knowledge of the procedures for odering and receiving medical supplies.
	51.2 Knowledge of the procedures for the control and security of narcotics.
	51.3 Awareness of the need for tight control and security of narcotics.
	51.4 Knowledge of the importance and necessity of forms in record keeping.
	51.5 Knowledge of the importance and necessity for records.
	51.6 Knowledge of and skill in the procedures for cleaning and restocking shelves and containers.
52. Sort incoming mail.	52.1 Knowledge of and skill in the procedures for sorting and routine mail.
53. Prepare outgoing correspondence.	53.1 Knowledge of and skill in preparing the various types of outgoing correspondence commonly used in medical offices.

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TASKS	SKILLS/KNOWLEDGES
	53.2 Skill in the use of a glossary, dictionary, or medical dictionary, to check meaning and spelling of terms.
	53.3 Knowledge of techniques and skill in illustrating and interpreting data in graphs, tables, etc.
	53.4 Knowledge of the basic stems, prefixes, and suffixes of the most common medical terms.
	53.5 Knowledge of the meaning of singular and plural noun formation, homonyms, and other terms that are easily confused, of the most common medical terms.
	53.6 Skill in identifying and explaining the meanings of descriptive terms, eponyms, common disease terms, abbreviations, clinical, and hospital terms.
	53.7 Skill and accuracy in typing.
54. Take dictation.	54.1 Skill in taking shorthand (or other appropriate method) at 60-80 words per minute.
	54.2 Skill in listening, receiving information and interpreting information.
	54.3 Basic communication skills.

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TASKS	SKILLS/KNOWLEDGES
55. Transcribe from dictating equipment.	55.1 Knowledge of the common types of dictating equipment. 55.2 Skill and accuracy in typing. 55.3 Skill in listening, receiving information, and interpreting information. 55.4 Basic communication skills.
56. Type (40-60 words per minute).	56.1 Skill in typing 40-60 words per minute with 85% or more accuracy. 56.2 Skill in correcting errors. 56.3 Skill in proofreading.
57. Maintain correspondence files.	57.1 Knowledge of and skill in maintaining neat and accurate correspondence files. 57.2 Knowledge of the importance and necessity for records.
58. Maintain a reminder card file (or other appropriate method) for periodic office tasks and recalls.	58.1 Knowledge of the importance and necessity for records. 58.2 Knowledge of and skill in keeping accurate reminder card file for periodic office tasks and recalls.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
59. File and locate patient records.	59.1 Knowledge of the importance and necessity for records.
	59.2 Skill in preparing patient index cards and record folders according to accepted procedures.
	59.3 Knowledge of the content, use, and requirements of the records and reports necessary for patient history.
	59.4 Knowledge of the various common methods of handling, preserving, and retrieving records.
	59.5 Skill in filing and retrieving records using common procedures.
	59.6 Knowledge of established procedures for preventing and finding misfiles.
60. Prepare medical records for permanent filing.	60.1 Knowledge of the importance and necessity for records.
	60.2 Skill in preparing patient index cards and record folders according to accepted procedures.
	60.3 Knowledge of the content, use, and requirements of records and reports necessary for patient history.
	60.4 Knowledge of the various common methods of handling, preserving, and retrieving records.

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HEALTH RELATED A. MEDICAL TASKS	SKILLS/KNOWLEDGES
	60.5 Skill in filing and retrieving records using common procedures.
	60.6 Knowledge of established procedures for preventing and finding misfiles.
	60.7 Skill in working with other departments in area involving medical records.
	60.8 Knowledge of advantages and disadvantages of centralized and decentralized filing systems.
	60.9 Skill in preparing records for microfilming.
	60.10 Skill in indexing and filing records using the dual group, simple index, master code number, alphabetic sequence, and phonetic sequence methods.
	60.11 Knowledge of the confidential nature of medical information and medical records.
	60.12 Knowledge of state laws pertaining to the release of medical information.
	60.13 Knowledge of legal requirements of preservation of medical records.
61. Maintain medical records files.	61.1 Knowledge of the importance and necessity for records.

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SKILLS/KNOWLEDGES

61.2 Skill in preparing patient index cards and record folders according to accepted procedures.

61.3 Knowledge of the content, use, and requirements of records and reports necessary for patient history.

61.4 Knowledge of the various common methods of handling, preserving, and retrieving records.

61.5 Skill in filing and retrieving records using common procedures.

61.6 Knowledge of established procedures for preventing and finding misfiles.

61.7 Skill in working with other departments in area involving medical records.

61.8 Knowledge of advantages and disadvantages of centralized and decentralized filing systems.

61.9 Skill in preparing records for micro-filming.

61.10 Skill in indexing and filing records using the dual group, simple index, master code number, alphabetic sequence, and phonetic sequence methods.

61.11 Knowledge of the confidential nature of medical information and medical records.

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TASKS	SKILLS/KNOWLEDGES
	61.12 Knowledge of state laws pertaining to the release of medical information.
	61.13 Knowledge of legal requirements of preservation of medical records.
	61.14 Knowledge of and skill in selecting medical records for various committee reviews.
	61.15 Knowledge of terminology, purpose, systems, and technology of automatic processing of medical data.
62. Keep appointment book.	62.1 Knowledge of and skill in keeping a neat accurate appointment book or card system.
	62.2 Knowledge of procedure to make referral appointments for patients.
	62.3 Skill and tact in cancelling and rescheduling appointments.
	62.4 Knowledge of common personality patterns and behaviors.
	62.5 Skill in listening, receiving information and interpreting information.
	62.6 Basic communication skills.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
63. Keep waiting patients informed in case of physician delay.	63.1 Knowledge of common personality patterns and behaviors. 63.2 Skill in talking with people productively and effectively. 63.3 Basic communication skills.
64. Maintain a system of bookkeeping for the institution or doctor's office.	64.1 Knowledge of and skill in basic bookkeeping principles. 64.2 Knowledge of the importance and necessity for records. 64.3 Knowledge of and skill in using journals and business forms for necessary, accurate and complete financial records. 64.4 Skill in making out checks and making bank deposits. 64.5 Knowledge of social security, withholding tax procedures and computations of payroll deductions and the records for tax reports.
65. Maintain petty cash funds.	65.1 Knowledge of the purposes of a petty cash fund and the procedures for maintaining it. 65.2 Knowledge of the importance and necessity for records.

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TASKS	SKILLS/KNOWLEDGES
66. Pay bills, checks and file invoices.	66.1 Knowledge of the importance and necessity for records. 66.2 Knowledge of and skill in basic bookkeeping principles. 66.3 Knowledge of and skill in using journals and business forms for necessary, accurate and complete financial records. 66.4 Skill in making out checks and making bank deposits.
67. Maintain records of office payroll.	67.1 Knowledge of the importance and necessity for records. 67.2 Knowledge of and skill in basic bookkeeping principles. 67.3 Knowledge of and skill in using journals and business forms for necessary, accurate and complete financial records. 67.4 Knowledge of social security, withholding tax procedures and computations of payroll deductions and the records for tax reports.
68. Compute patient fees.	68.1 Knowledge of the procedures for computing patient fees. 68.2 Skill in basic arithmetic and the accurate computation of fees.

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MEDICAL RELATED
A. MEDICAL
TASKS

TASKS	SKILLS/KNOWLEDGES
69. Maintain patient accounts.	69.1 Knowledge of and skill in basic bookkeeping principles.
	69.2 Knowledge of and skill in using journals and business forms for necessary, accurate and complete financial records.
	69.3 Knowledge and skill in reporting care on insurance claim forms and collecting fees from a variety of insurance plans (medicare, blue-cross, workmen's compensation, etc.).
	69.4 Knowledge of established procedures for collecting accounts (including delinquent accounts).
	69.5 Skill in talking to patients concerning charges, processing statements and writing receipts.
70. Report on insurance forms.	70.1 Knowledge and skill in reporting care on insurance claim forms and collecting fees from a variety of insurance plans (medicare, blue-cross, workmen's compensation, etc.).
71. Use specialized registries in the follow-up of patients.	71.1 Knowledge of and skill in the use of specialized registries.

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TASKS	SKILLS/KNOWLEDGES
72. Transcribe histories, physical exams, consultations, diagnostic test reports, and operative reports.	72.1 Knowledge of the importance and necessity for records. 72.2 Skill in the use of a glossary, dictionary, or medical dictionary, to check meaning and spelling of terms. 72.3 Knowledge of techniques and skill in illustrating and interpreting data in graphs, tables, etc. 72.4 Knowledge of the meaning of singular and plural noun formation, homonyms, and other terms that are easily confused, of the most common medical terms. 72.5 Skill in identifying and explaining the meanings of descriptive terms, eponyms, common disease terms, abbreviations, clinical, and hospital terms. 72.6 Skill in preparing patient index cards and record folders according to accepted procedure. 72.7 Basic knowledge of anatomy and physiology to detect gross errors and/or omissions in reports. 72.8 Knowledge of the confidential nature of medical information and medical records.

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HEALTH RELATED
A. MEDICAL
TASKS

	SKILLS/KNOWLEDGES
73. Use skill in proofreading.	73.1 Skill in fast and accurate proofreading of medical correspondence, manuscripts, reports, etc.
	73.2 Knowledge of the basic stems, prefixes, and suffixes of the most common medical terms.
	73.3 Knowledge of the meaning of singular and plural noun formation, homonyms and other terms that are easily confused, of the most common medical terms.
	73.4 Basic knowledge of anatomy and physiology to detect gross errors and/or omissions in reports.
	73.5 Basic communication skills.
74. Prepare reports of births, deaths, communicable diseases, and other data.	74.1 Knowledge of the importance and necessity for records.
	74.2 Knowledge of and skill in report writing.
	74.3 Knowledge of techniques and skill in illustrating and interpreting data in graphs, tables, etc.
	74.4 Skill in working with other departments in area involving medical records.
	74.5 Knowledge of state laws pertaining to the release of medical information.

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TASKS	SKILLS/KNOWLEDGES
	74.6 Knowledge of the procedures for preparing reports for the various agencies requesting information.
75. Maintain medical library including medical journal and article reprints.	75.1 Knowledge of and skill in the maintenance of a medical library. 75.2 Skill in requesting or ordering articles or books wanted by the physician.
76. Type manuscripts in required form for publication.	76.1 Skill in typing 40-60 words per minute with 85% or more accuracy. 76.2 Knowledge of the common manuscript forms acceptable to publishers. 76.3 Skill in correcting errors. 76.4 Skill in proofreading.
77. Conduct library research.	77.1 Knowledge of the methods of library research. 77.2 Basic communication skills. 77.3 Skill in reading comprehension with good speed. 77.4 Knowledge of and skill in report writing.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
78. Interpret data in tables, graphs, etc.	78.1 Knowledge of and skill in reading tables, graphs, etc. 78.2 Basic communication skills. 78.3 Skill in observing and reporting what is observed.
79. Place calls - local and long distance	79.1 Knowledge of and skill in the proper use of the telephone. 79.2 Skill in giving and receiving telephone messages. 79.3 Knowledge of office telephone rules. 79.4 Skill in listening, receiving information, and interpreting information.
80. Make travel arrangements for the staff.	80.1 Knowledge of and skill in making travel arrangements with the various transportation agencies. 80.2 Knowledge of office rules concerning travel. 80.3 Knowledge of and skill in the proper use of the telephone. 80.4 Skill in giving and receiving telephone messages.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
81. Use symbols of apothecary and metric system.	81.1 Knowledge of and skill in the use of apothecary and metric system symbols.
82. Measure and weigh patient.	82.1 Knowledge of and skill in the use of hospital scales to weigh and measure the height of patients. 82.2 Skill in making other body measurements commonly requested by doctors. 82.3 Knowledge of the importance and necessity of forms in record keeping. 82.4 Skill in observing and reporting what is observed.
83. Prepare patient for medical examination, diagnostic test, or treatment.	83.1 Knowledge of and skill in the various methods of examination (inspection, palpation, percussion, auscultation). 83.2 Knowledge of the procedures for the examination to be done. 83.3 Skill in setting up the equipment for the specified examination. 83.4 Knowledge of and skill in positioning the patient. 83.5 Skill in draping the patient for each position.

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TASKS	SKILLS/KNOWLEDGES
84. Check and record temperature and blood pressure.	84.1 Knowledge of and skill in the methods of taking the patient's temperature (oral, rectal, axillary).
	84.2 Skill in reading the thermometer and recording the reading.
	84.3 Knowledge of and skill in the disinfection and care of the thermometer.
	84.4 Knowledge of and skill in the proper use of the sphygmomanometer, manometer, and stethoscope.
	84.5 Knowledge of the factors maintaining and effecting the blood pressure.
	84.6 Skill in recognizing abnormality in blood pressure or temperature.
85. Assist physician with physical examination.	85.1 Skill in preparing the patient for the examination.
	85.2 Knowledge of the procedures for the examination to be done.
	85.3 Skill in setting up the equipment for the specified examination.
	85.4 Knowledge of and skill in positioning the patient.
	85.5 Skill in draping the patient.

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TASKS	SKILLS/KNOWLEDGES
	85.6 Knowledge of and skill in the use of medical asepsis.
	85.7 Knowledge of common personality patterns and behaviors.
	85.8 Skill in listening, receiving information and interpreting information.
	85.9 Basic communication skills.
	85.10 Skill in observing and reporting what is observed.
86. Assist patient in planning special diets from a list of allowed foods.	86.1 Knowledge of the system of diet exchange lists commonly used.
	86.2 Knowledge of common personality patterns and behaviors.
	86.3 Skill in listening, receiving information and interpreting information.
	86.4 Basic communication skills.
	86.5 Skill in listening, receiving information and interpreting information.
87. Collect urine specimens.	87.1 Knowledge of the procedures for collecting a urine specimen.
	87.2 Knowledge of common personality patterns and behaviors.

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Tasks - Skills / Knowledges

MEDICAL RELATED

#48 to #120

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TASKS	SKILLS/KNOWLEDGES
	87.3 Skill in listening, receiving information and interpreting information.
88. Measure specific gravity of urine.	88.1 Knowledge of the concept of specific gravity. 88.2 Skill in measuring the specific gravity by using accepted procedures.
89. Test urine for sugar and acetone.	89.1 Knowledge of the various procedures for testing the urine for sugar and acetone. 89.2 Skill in testing the urine for sugar and acetone using accepted procedures.
90. Count patient's respiration rate.	90.1 Skill in observing and reporting what is observed. 90.2 Skill in counting the number of respirations per minute. 90.3 Knowledge of and skill in estimating the quality and characteristics of the respirations.
91. Prepare and fill the hypodermic syringe.	91.1 Skill in preparing the hypodermic syringe. 91.2 Skill in filling a hypodermic syringe accurately and safely.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
92. Apply and/or remove artificial limbs.	92.1 Knowledge of the common types of artificial limbs. 92.2 Skill in applying or removing artificial limbs. 92.3 Knowledge of common personality patterns and behaviors.
93. Apply slings and bandages.	93.1 Knowledge of the reasons for using various types of slings and bandages. 93.2 Skill in applying the commonly used slings and bandages.
94. Set up equipment for the application of casts.	94.1 Knowledge of the common types of equipment used to apply casts. 94.2 Skill in setting up the most common equipment for the application of casts.
95. Load and operate the autoclave.	95.1 Knowledge of the functions of and the use of the autoclave. 95.2 Skill in loading, operating, and unloading the autoclave. 95.3 Knowledge of the safety procedures to be observed in using the autoclave.

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TASKS	SKILLS/KNOWLEDGES
96. Assist the physician with gowning and gloving.	96.1 Basic knowledge of microbiology necessary to understand established procedures to avoid the spread of contagious diseases. 96.2 Skill in putting on and taking off the gown, mask, and gloves without contamination.
97. Drape tables and stands.	97.1 Knowledge of the purpose of draping tables and stands. 97.2 Skill in following procedures for draping tables and stands.
98. Set up tables, stands, liners and all needed equipment and instruments for surgery.	98.1 Knowledge of and skill in the use of equipment and/or supplies needed for patient care during surgery. 98.2 Knowledge of the basic surgical instruments. 98.3 Skill in the care of instruments.
99. Prepare examining room and equipment.	99.1 Knowledge of and skill in medical asepsis and the methods of disinfection and sterilization. 99.2 Skill in preparing the examination room and collecting the equipment for specific examinations.

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TASKS	SKILLS/KNOWLEDGES
100. Collect and prepare specimens for pathological studies.	100.1 Skill in venipunctures and fingersticks. 100.2 Knowledge of the reactions of patients to the collection of blood samples. 100.3 Skill in explaining to the patient the procedure for collection of sputum specimens. 100.4 Skill in collecting nose or throat specimens. 100.5 Skill in collecting specimens from wounds. 100.6 Basic knowledge of human anatomy.
101. Prepare, preserve and ship serological specimens.	101.1 Knowledge of the anatomy and characteristics of the blood. 101.2 Knowledge of and skill in the preparation, preservation and shipment of serological specimens.
102. Responsible for procedure in maintaining, caring for, testing and manipulating, surgical instruments, equipment and supplies.	102.1 Knowledge of the way in which bacteria can be disseminated. 102.2 Knowledge of the need for and the procedures for decontaminating and sterilizing equipment and instruments.

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HEALTH RELATED A. MEDICAL TASKS	SKILLS/KNOWLEDGES
	102.3 Skill in the use of common sterilization equipment.
	102.4 Knowledge of the procedures for and skill in testing instruments and equipment.
103. Operate and adjust all types of examining tables.	103.1 Knowledge of and skill in operating the various types of examining tables.
104. Clean examining room.	104.1 Knowledge of the way in which bacteria is disseminated.
	104.2 Knowledge of and skill in carrying out aseptic technique.
105. Arrange for repairs and custodial service.	105.1 Knowledge of the procedures for obtaining repair and custodial services.
	105.2 Basic communication skills.
106. Prepare admission forms.	106.1 Knowledge of and skill in preparing admission forms.
107. Compute census days.	107.1 Knowledge of and skill in the procedure for computing census days.
108. Assemble medical records after discharge.	108.1 Knowledge of the importance and necessity for records.

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TASKS	SKILLS/KNOWLEDGES
	108.2 Knowledge of the procedures and skill in assembling medical records.
	108.3 Knowledge of the various common methods of handling, preserving, and retrieving records.
	108.4 Skill in working with other departments in area involving medical records.
	108.5 Knowledge of state laws pertaining to the release of medical information.
	108.6 Knowledge of legal requirements of preservation of medical records.
109. Assign service classifications.	109.1 Knowledge of the procedures for assigning service classifications.
110. Analyze medical records for deficiencies.	110.1 Knowledge of the importance and necessity for records.
	110.2 Knowledge of state laws pertaining to the release of medical information.
	110.3 Knowledge of legal requirements of preservation of medical records.
	110.4 Knowledge of the content, use, and requirements of records and reports necessary for patient history.
	110.5 Basic knowledge of anatomy and physiology to detect gross errors and/or omissions in reports.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
111. Check that all necessary authorizations have been included in the medical record.	111.1 Knowledge of the various authorizations which must be included in the medical record. 111.2 Knowledge of the importance and necessity for records. 111.3 Knowledge of legal requirements of preservation of medical records.
112. Prepare records for microfilming.	112.1 Skill in preparing records for microfilming.
113. Cross index diseases and operations.	113.1 Knowledge of the procedures for and skill in cross indexing diseases and operations.
114. Release information to authorized parties.	114.1 Knowledge of the content, use, and requirements of records and reports necessary for patient history. 114.2 Knowledge of the confidential nature of medical information and medical records. 114.3 Skill in working with other departments in area involving medical records. 114.4 Knowledge of state laws pertaining to the release of medical information.

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TASKS	SKILLS/KNOWLEDGES
	114.5 Knowledge of legal requirements of preservation of medical records.
	114.6 Knowledge of and skill in selecting medical records for various committee reviews.
115. Prepare medical reports for courts.	115.1 Knowledge of and skill in processing a subpoena duces tecum.
	115.2 Knowledge of and skill in preparing a medical record for court.
116. Process information for handling by computerized systems or other automatic data processing.	116.1 Knowledge of the importance and necessity for records.
	116.2 Skill in filing and retrieving records using common procedures.
	116.3 Skill in working with other departments in area involving medical records.
	116.4 Knowledge of advantages and disadvantages of centralized and decentralized filing systems.
	116.5 Knowledge of terminology, purpose, systems, and technology of automatic processing of medical data.

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HEALTH RELATED
A. MEDICAL

TASKS	SKILLS/KNOWLEDGES
117. Use adding machine and/or calculator.	117.1 Skill in using the most common adding machines and calculators found in medical institutions or doctor's offices.
118. Compute percentages and ratios.	118.1 Knowledge of and skill in the use of simple arithmetic to compute percentages and ratios.
119. Take X-Ray films.	119.1 Knowledge and skill necessary to take X-Ray films with the machines commonly found in doctor's offices.
120. Administer radiation therapy.	120.1 Knowledge and skill necessary to administer radiation therapy with machines commonly found in doctor's offices.

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Tasks - Skills / Knowledges

LABORATORY RELATED

#50 to #139

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TASKS	SKILLS/KNOWLEDGES
	49.2 Knowledge of and skill in microscopic methods in specimen examination.
	49.3 Skillful use of microscope with correct use of mirror, illumination source, coarse and fine adjustments, iris and diaphragm.
	49.4 Skill in estimating size of objects under microscope (in microns).
	49.5 Skill in recording accurately observations such as measurements, color and consistency.
50. Inoculate media for bacteriological study.	50.1 Knowledge of general requirements for cultivation of bacteria.
	50.2 Knowledge of methods of obtaining pure cultures.
	50.3 Knowledge of procedures for the cultivation of nonpathogenic and pathogenic organisms.
	50.4 Knowledge of the methods of preparation and inoculation of culture media for cultivation of bacteria.
	50.5 Knowledge of safety measures for cultivation of bacteria.
51. Maintain stock culture.	51.1 Knowledge of and skills in maintaining stock culture.

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B. LABORATORY

TASKS	SKILLS/KNOWLEDGES
52. Operate ancrobic devices.	52.1 Knowledge of the various types of ancrobic devices. 52.2 Skill in the operation of commonly used ancrobic devices.
53. Perform antibiotic and anti-microbial agent sensitivity tests.	53.1 Knowledge of and skill in performing the antibiotic and antimicrobial agent sensitivity tests.
54. Prepare culture media.	54.1 Knowledge of the procedures for the preparation of culture media of various types. 54.2 Skill in utilizing aseptic technique and decontamination procedures. 54.3 Knowledge of and skill in sterilization procedures. 54.4 Knowledge of kinds of agents and methods used to destroy and inhibit microbes.
55. Prepare subculture and smears.	55.1 Knowledge of and skill in the preparation of subcultures for the isolation of bacteria. 55.2 Knowledge of the procedures for preparing bacteriological smears. 55.3 Skill in carrying out the procedures for preparing bacteriological smears.

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TASKS	SKILLS/KNOWLEDGES
	55.4 Knowledge of and skill in staining smears.
56. Receive and process T.B. cultures.	56.1 Knowledge of and skill to receive and primary process clinical specimens. 56.2 Skill in examining specimens macro and microscopically. 56.3 Knowledge of and skill in procedures for cultivation of pathogenic organisms from clinical materials. 56.4 Knowledge of the methods of preparation and inoculation of culture media for cultivation of bacteria. 56.5 Knowledge of safety measures for cultivation of bacteria.
57. Receive and process blood cultures.	57.1 Knowledge of and skill to receive and primary process clinical specimens. 57.2 Knowledge of and skill in identifying normal and pathogenic organisms to be expected. 57.3 Knowledge of and skill in sterilization and decontamination procedures. 57.4 Knowledge of and skill in procedures for cultivation of pathogenic organisms.

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TASKS	SKILLS/KNOWLEDGES
	57.5 Skill in writing bacteriological reports.
	57.6 Knowledge of and skill in methods of serological identification of pathogenic bacteria.
	57.7 Skill in maintaining quality control.
58. Receive and process other cultures.	58.1 Knowledge of general requirements for cultivation of bacteria.
	58.2 Knowledge of and skill in identifying normal and pathogenic organisms to be expected.
	58.3 Knowledge of and skill in sterilization and decontamination procedures.
	58.4 Knowledge of and skill in procedures for cultivation of pathogenic organisms.
	58.5 Skill in writing bacteriological reports.
	58.6 Skill in maintaining quality control.
	58.7 Knowledge of and skill in methods of identification of pathogenic bacteria.
59. Record and report colony counts on urine and/or other specimens.	59.1 Skill in performing and recording colony counts.

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TASKS	SKILLS/KNOWLEDGES
60. Stain bacteriological smears.	60.1 Knowledge of general principles in staining procedures.
	60.2 Skill in preparing and staining bacteriological smears.
61. Streak plates.	61.1 Skill in streaking plates according to accepted procedures.
62. Examine specimens for parasites microscopically and macroscopically.	62.1 Skill in examining specimens by macroscopic and microscopic examination.
	62.2 Knowledge of and skill in identifying common human ova and parasites. Skill in identifying protozoans, cestodes, nematodes, and trematodes.
	62.3 Knowledge of the general characteristics and classification of common human ova and parasites.
	62.4 Knowledge of the principles, methods, and techniques for processing, examining, and preserving stool specimens for parasites.
	62.5 Skill in collecting, preparing, and staining parasitological smears.
	62.6 Maintenance of safety measures and quality control.
	62.7 Skill in identifying parasitic and disease carrying arthropods.

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HEALTH RELATED COMMONALITY
B. LABORATORY

TASKS	SKILLS/KNOWLEDGES
63. Perform concentration and flotation techniques.	63.1 Knowledge and skill in performing concentration and flotation techniques.
64. Use correct procedures in filling and emptying equipment or instruments when working with poisons, acids, etc.	64.1 Knowledge of the procedures for handling poisons, acids, etc. 64.2 Knowledge of safety procedures for handling poisons, acids, etc. 64.3 Knowledge of and skill in first aid procedures for poisons, acids, etc.
65. Clean area and equipment aseptically.	65.1 Knowledge of and skill in the procedures for cleaning working areas and laboratory equipment.
66. Collect blood specimen from patient.	66.1 Knowledge of the reactions of patients to the collection of blood samples. 66.2 Skill in venipunctures and finger-sticks. 66.3 Knowledge of common personality patterns and behaviors. 66.4 Knowledge of various cultures, subcultures, and value systems associated with each.
67. Collect fecal or urine specimens from patient.	67.1 Knowledge of common personality patterns and behaviors. 67.2 Skill in listening, receiving information, and interpreting information

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TASKS	SKILLS/KNOWLEDGES
	67.3 Knowledge of the procedures for collecting and processing of fecal and urine specimens.
68. Collect sputum specimen from patient.	68.1 Knowledge of common personality patterns and behaviors.
	68.2 Skill in listening, receiving information, and interpreting information.
	68.3 Skill in explaining to the patient the procedures for collection of sputum specimens.
69. Collect other specimens from patient.	69.1 Skill in collecting nose or throat specimens.
	69.2 Skill in collecting serous cavity specimens.
	69.3 Skill in collecting skin specimens.
	69.4 Skill in assisting in or collecting spinal fluid specimens.
	69.5 Skill in collecting urethal or vaginal specimens.
	69.6 Skill in collecting specimens from wounds.
	69.7 Skill in collecting bile specimens.
	69.8 Basic knowledge of human anatomy.

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TASKS	SKILLS/KNOWLEDGES
	69.9 Knowledge of common personality patterns and behaviors.
	69.10 Skill in listening, receiving information, and interpreting information.
70. Perform antistreptotysin "o" titers.	70.1 Knowledge of the procedures and skill in performing antistreptotysin "o" titers.
71. Perform complement fixation tests.	71.1 Knowledge of the procedure and skill in performing the complement fixation tests.
72. Perform collodial gold test.	72.1 Knowledge of the procedure and skill in performing the collodial gold test.
73. Perform "c" reactive protein test.	73.1 Knowledge of the procedure and skill in performing the "c" reactive protein tests.
74. Perform salmonella tests.	74.1 Knowledge of the procedure and skill in performing the salmonella tests.
75. Perform heterophile presumptive test.	75.1 Knowledge of the procedure and skill in performing the heterophile presumptive test.

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TASKS	SKILLS/KNOWLEDGES
76. Perform infectious mononucleosis procedures.	76.1 Knowledge of the procedure and skill in performing the infectious mononucleosis procedures.
77. Perform latex fixation test.	77.1 Knowledge of the procedure and skill in performing the latex fixation test.
78. Perform rheumatoid arthritis test (RA).	78.1 Knowledge of the procedure and skill in performing the rheumatoid arthritis test (RA).
79. Perform and read agglutination tests.	79.1 Knowledge of the procedure and skill in performing the agglutination tests.
80. Perform VDRL test.	80.1 Knowledge of the procedure and skill in performing the VDRL test.
81. Prepare antigens.	81.1 Knowledge of and skill in preparing antigens.
82. Perform bleeding time procedures.	82.1 Knowledge of and skill in performing bleeding time procedures.
83. Prepare and stain blood smears.	83.1 Knowledge of procedures for and skill in preparing and staining blood smears.
84. Perform clot retraction test.	84.1 Knowledge of the procedures for and skill in performing the clot retraction test.

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TASKS	SKILLS/KNOWLEDGES
85. Perform venous whole blood coagulation time tests.	85.1 Knowledge of the procedures for and skill in performing the venous whole blood coagulation time tests.
86. Perform differential cell counts.	86.1 Knowledge of the procedures for and skill in performing the differential cell counts.
87. Perform eosinophille count.	87.1 Knowledge of the procedures for and skill in performing the eosinophille count.
88. Perform hematocrit tests.	88.1 Knowledge of the procedures for and skill in performing the hematocrit tests.
89. Perform hemoglobin tests.	89.1 Knowledge of the procedures for and skill in performing the hemoglobin tests.
90. Identify monophological variations of red or white blood cells.	90.1 Knowledge of normal and abnormal conditions of red and white blood cells. 90.2 Skill in recognizing and identifying variation in red and/or white blood cells.
91. Prepare slides for lupus erythematosus.	91.1 Knowledge of and skill in preparing slides. 91.2 Knowledge of and skill in the procedures for preparing slides for lupus erythematosus.

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TASKS	SKILLS/KNOWLEDGES
92. Perform specific gravity test.	92.1 Knowledge of the concept of specific gravity. 92.2 Knowledge of and skill in carrying out the procedures for specific gravity test.
93. Perform urobilinogin tests.	93.1 Knowledge of the procedures for and skill in performing the urobilinogin tests.
94. Perform serum albumin tests.	94.1 Knowledge of the procedures for and skill in performing the serum albumin tests.
95. Perform A/G Ratio.	95.1 Knowledge of the procedures for and skill in performing the A/G Ratio.
96. Perform acid phosphatase test.	96.1 Knowledge of the procedures for and skill in performing the acid phosphatase test.
97. Perform alkaline phosphatase test.	97.1 Knowledge of the procedures for and skill in performing the alkaline phosphatase test.
98. Perform bilirubin (direct and/or indirect) test.	98.1 Knowledge of the procedures for and skill in performing the bilirubin (direct and/or indirect) test.

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TASKS	SKILLS/KNOWLEDGES
99. Perform calcium tests.	99.1 Knowledge of the procedures for and skill in performing calcium tests.
100. Perform amylase test.	100.1 Knowledge of the procedures for and skill in performing the amylase test.
101. Perform chlorides test.	101.1 Knowledge of the procedures for and skill in performing the chlorides test.
102. Perform serum creatinine tests.	102.1 Knowledge of the procedures for and skill in performing the serum creatinine tests.
103. Perform glucose tests.	103.1 Knowledge of the procedures for and skill in performing the glucose tests.
104. Perform glucose tolerance tests.	104.1 Knowledge of the procedures for and skill in performing the glucose tolerance tests.
105. Perform blood urea nitrogen tests (BVN).	105.1 Knowledge of the procedures for and skill in performing the blood urea nitrogen tests (BVN).
106. Perform blood PH tests.	106.1 Knowledge of the procedures for and skill in performing the blood PH tests.

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TASKS	SKILLS/KNOWLEDGES
107. Perform phosphorus tests.	107.1 Knowledge of the procedures for and skill in performing the phosphorus test.
108. Perform potassium determinations.	108.1 Knowledge of the procedures for and skill in performing the potassium determinations.
109. Perform slide or tube test for pregnancy.	109.1 Knowledge of the procedures for and skill in performing the slide or tube test for pregnancy.
110. Perform total protein tests.	110.1 Knowledge of the procedures for and skill in performing the total protein tests.
111. Perform salicylate level tests.	111.1 Knowledge of the procedures for and skill in performing the salicylate level tests.
112. Perform sodium determination.	112.1 Knowledge of the procedures for and skill in performing the sodium determination.
113. Perform urine amylase tests.	113.1 Knowledge of the procedures for and skill in performing the urine amylase tests.

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TASKS	SKILLS/KNOWLEDGES
114. Calibrate and use centrifuge for serum separation from clot.	114.1 Skill in the calibration and use of the centrifuge. 114.2 Knowledge of and skill in using the centrifuge for serum separation from clot.
115. Crossmatch blood.	115.1 Knowledge of the various types of blood and the characteristics of each. 115.2 Skill in the crossmatching of blood.
116. Preserve blood.	116.1 Knowledge of and skill in the preserving of blood.
117. Determine the number, appearance, and structure of blood cells in specimen.	117.1 Knowledge of the anatomy of blood. 117.2 Knowledge of the appearance and structure of normal blood cells. 117.3 Knowledge of the most common abnormality of blood cells and the common causes of the abnormal appearance. 117.4 Skill in counting and identifying the normal appearance and normal structure of blood cells in a specimen.
118. Test for sedimentation rate.	118.1 Knowledge of and skill in performing tests for sedimentation rate of blood specimen.

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B. LABORATORY

TASKS	SKILLS/KNOWLEDGES
119. Determine hemoglobin concentration and compute color index.	119.1 Knowledge of the characteristics and function of hemoglobin. 119.2 Skill in determining the hemoglobin concentration. 119.3 Skill in computing the color index of hemoglobin specimens.
120. Tabulate differential leucocyte count of blood.	120.1 Knowledge of the procedures and skill in tabulating differential leucocyte count of blood.
121. Make platelet and reticulocyte count.	121.1 Knowledge of platelet and reticulocyte. 121.2 Skill in performing the procedures for making a platelet and reticulocyte count.
122. Determine Rh factor.	122.1 Knowledge of and skill in performing the procedures for determining the Rh factor.
123. Types blood.	123.1 Knowledge of the types of blood. 123.2 Skill in typing blood.
124. Determine hemalocret and prothrombin time of blood.	124.1 Knowledge of and skill in the use of procedures for determining the hemalocret and prothrombin time of blood.

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TASKS	SKILLS/KNOWLEDGES
125. Make protein-free blood filtrates.	125.1 Knowledge of and skill in the use of procedures for making protein-free blood filtrates.
126. Calculate urea clearance.	126.1 Knowledge of and skill in the use of procedures for calculating urea clearance.
127. Perform tests to determine protein metabolism, enzyme levels, and cholesterol levels.	127.1 Basic knowledge of chemistry. 127.2 Knowledge of and skill in performing tests to determine protein metabolism, enzyme levels, and cholesterol levels.
128. Prepare, preserve, and ship serological specimens.	128.1 Knowledge of the anatomy and characteristics of blood. 128.2 Knowledge of and skill in the preparation, preservation, and shipment of serological specimens.
129. Take blood pressure and/or pulse rate of patient.	129.1 Knowledge of the instruments used to measure blood pressure and pulse rate. 129.2 Skill in the use of instruments to measure blood pressure and rate. 129.3 Knowledge of the circulatory system.
130. Coverslip cytotechnology specimens.	130.1 Knowledge of the purposes and methods of coverslipping.

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TASKS	SKILLS/KNOWLEDGES
	130.2 Skill in coverslip procedures for cytotechnology specimens.
131. Prepare alcohol dilutions.	131.1 Knowledge of basic mathematical principles. 131.2 Skill in preparing alcohol dilutions.
132. Screen specimens for malignant.	132.1 Knowledge of the normal and malignant appearance of cells. 132.2 Skill in recognizing and reporting abnormal or malignant tissue.
133. Embed tissue in paraffin.	133.1 Knowledge of and skill in the procedure for embedding tissue in paraffin.
134. Mount tissue for microscopic study.	134.1 Skill in the use of equipment for preparing tissue for mounting. 134.2 Skill in mounting tissue for microscopic study.
135. Prepare routine stains and fixations for histologic procedures.	135.1 Knowledge of and skill in the preparation of reagents. 135.2 Knowledge of basic chemistry. 135.3 Knowledge of specific stains and fixatives commonly used for that purposes.

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TASKS	SKILLS/KNOWLEDGES
	135.4 Skill in preparing stains and fixatives.
	135.5 Skill in maintaining quality control.
136. Prepare histology specimens for shipment.	136.1 Knowledge of and skill in the procedures for preparing specimens for shipment.
137. Section tissue in microscopic blocks.	137.1 Knowledge of basic tissue anatomy.
	137.2 Skill in the use of instruments to section tissue.
138. Stain Pap smears.	138.1 Knowledge of the types of stains used in Pap smears and skill in using them.
139. Stain histologic specimens for microscopic study.	139.1 Knowledge of the various stains used for microscroic study of histologic specimens.
	139.2 Skill in using stains to obtain a good specimen for microscopic study.

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Tasks - Skills / Knowledges

NURSING RELATED

#49 to #183

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TASKS	SKILLS/KNOWLEDGES
49. Deliver mail, gifts, and flowers to patients.	49.1 Knowledge of the procedures for delivering mail, gifts, and flowers to patients.
50. Receive and direct visitors.	50.1 Knowledge of common personality patterns and behaviors. 50.2 Knowledge of the procedures for visitation.
51. Plan and give personal care if patient requires assistance.	51.1 Knowledge of the procedures for giving personal care to patients for personal hygiene and general comfort. 51.2 Skill in carrying out the procedures necessary for personal hygiene and general comfort of the patient.
52. Skill in bathing bed patients.	52.1 Knowledge of common personality patterns and behaviors. 52.2 Skill in providing a cleansing bath to a patient who must remain in bed, and who may or may not be able to bathe or partially bathe himself. 52.3 Skill in providing therapeutic baths.
53. Adjust "routine" procedures for patient's comfort and cleanliness according to patient's individual needs.	53.1 Knowledge of the limits on performing health care procedures imposed by training and ability.

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TASKS	SKILLS/KNOWLEDGES
	53.2 Knowledge of common personality patterns and behaviors.
	53.3 Skill in listening, receiving information, and interpreting information.
	53.4 Basic communication skills.
54. Arrange equipment and supplies for patient's convenience and provide explanation where necessary to assist the patient in self-care.	54.1 Knowledge of and skill in the use of equipment and/or supplies for patient care.
	54.2 Knowledge of and skill in providing and removing equipment and supplies from contaminated room.
	54.3 Knowledge of the limits on performing health care procedures imposed by training and ability.
	54.4 Basic communication skills.
55. Skill in using nursing measures to promote sleep.	55.1 Knowledge of and skill in the use of accepted procedures for promoting sleep.
	55.2 Knowledge of common personality patterns and behaviors.
56. Make beds which are neat, wrinkle-free, and adaptable to the patient's comfort.	56.1 Knowledge of and skill in providing a clean, safe, and comfortable bed for the patient in bed.

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TASKS	SKILLS/KNOWLEDGES
	56.2 Skill in providing a neat, finished appearance to unoccupied bed and unit.
57. Utilize procedures to prevent dissemination of bacteria when making beds.	57.1 Knowledge of the way in which bacteria can be disseminated. 57.2 Skill in handling bed clothes so as to prevent dissemination of bacteria.
58. Transport patient in wheelchair and help him in and out of the wheelchair.	58.1 Knowledge of the various purposes for use of wheelchair. 58.2 Skill in helping the patient into and out of the wheelchair and in transporting him.
59. Adjust bed for patient's comfort.	59.1 Skill in adjusting the bed so that the patient is comfortable. 59.2 Skill in turning and removing patients in bed.
60. Give alcohol back rub and use foam sponge, rubber, wool, sheepskin, and air-filled pads.	60.1 Knowledge of the use of foam sponges, rubber, wool, sheepskins, and air-filled pads in promoting physical and mental rest, comfort and to prevent fatigue and/or complications. 60.2 Skill in giving alcohol back rubs.

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HEALTH RELATED
C. NURSING

TASKS	SKILLS/KNOWLEDGES
61. Understand cause and prevention of decubiti.	61.1 Knowledge of the causes and methods of prevention of decubiti.
62. Skill in turning and positioning bed patients.	62.1 Skill in turning and positioning bed patients who can assist themselves. 62.2 Skill in turning and positioning bed patients who cannot assist themselves.
63. Assist patient with tub bath, partial bath, or shower.	63.1 Knowledge of the reasons for providing the patient with a bath (cleanliness, relaxation, comfort, stimulate circulation, etc.). 63.2 Skill in assisting the patient with a tub bath, partial bath, or shower.
64. Use procedures (assist if necessary for special therapeutic modifications of bathing such as sitz baths, saline baths, oatmeal bath, foot or arm soak, and continuous warm wet soaks.	64.1 Knowledge of the purposes of special therapeutic modifications of bathing. 64.2 Skill in the use of procedures commonly used in special therapeutic bathing.
65. Shampoo, comb and arrange hair of patient.	65.1 Knowledge of the anatomy of hair and the need to keep it in a clean and healthy condition. 65.2 Skill in combing, brushing and toweling the hair.

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TASKS	SKILLS/KNOWLEDGES
	65.3 Skill in shampooing hair.
66. Treat scalp for elimination of pediculi.	66.1 Knowledge of pediculi infection and its treatment. 66.2 Skill in removing pediculi and nits from hair and head. 66.3 Knowledge of and skill in preventing transfer and/or infection of pediculi.
67. Assist patient with mouth care.	67.1 Knowledge of the anatomy of the mouth and throat. 67.2 Skill in applying medication to the mouth and throat. 67.3 Skill in applying heat to the throat or mouth. 67.4 Skill in cleansing the throat and mouth.
68. Supervise procedures assisting with elimination without embarrassing the patient.	68.1 Knowledge of common personality patterns and behaviors. 68.2 Knowledge of and skill in providing for safety and comfort during elimination.

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TASKS	SKILLS/KNOWLEDGES
69. Utilize established procedures in cleaning bedpans and urinals.	69.1 Knowledge of and skill in the use of the procedures for cleaning bedpans and urinals.
70. Help move patients on stretcher and transport safely.	70.1 Knowledge of the proper use of the stretcher. 70.2 Knowledge of and skill in the procedures for moving the patient out and off of the stretcher. 70.3 Knowledge of the procedures for transportation of a patient safely and comfortably on a stretcher.
71. Disinfection, use, and care of clinical thermometer.	71.1 Knowledge of the disinfection and care of the clinical thermometer.
72. Accurately measure body temperature.	72.1 Skill in determining the body temperature by the axillary (groin) method, the oral method, and the rectal method. 72.2 Skill in measuring the temperature of infants and children. 72.3 Skill in observing and reporting what is observed.
73. Recognize deviations from normal temperatures and report them.	73.1 Knowledge of normal temperature. 73.2 Skill in observing and reporting what is observed.

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TASKS	SKILLS/KNOWLEDGES
74. Identify and describe variations in rate, strength, volume, and rhythms of pulse.	74.1 Knowledge of the circulatory system and its normal functioning. 74.2 Skill in using the stethoscope to measure the heart rate. 74.3 Knowledge of and skill in recognition of deviations from the normal rate, strength, volume, and rhythm of the pulse. 74.4 Skill in observing and reporting what is observed.
75. Accurately measure the patient's blood pressure and record it on his chart.	75.1 Knowledge of the circulatory system and its normal functioning. 75.2 Knowledge of and skill in the proper use of the sphygmomanometer, manometer, and stethoscope. 75.3 Skill in determining condition of changes in the circulatory mechanism as indicated by the blood pressure. 75.4 Knowledge of and skill in adaptations for measuring the blood pressure of infants and children.
76. Count patient's respiration with or without his knowledge.	76.1 Skill in observing and reporting what is observed.

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TASKS	SKILLS/KNOWLEDGES
	76.2 Skill in counting the number of respirations per minute.
	76.3 Knowledge of and skill in estimating the quality and characteristics of the respirations.
77. Recognize and report any abnormal rate of character of respiration.	77.1 Skill in observing and reporting what is observed.
	77.2 Skill in counting the number of respirations per minute.
	77.3 Knowledge of and skill in estimating the quality and characteristics of the respirations.
78. Give an enema.	78.1 Knowledge of the purpose and use of enemas.
	78.2 Skill in administering the various types of retention and non-retention enemas.
79. Clean laboratory glassware.	79.1 Knowledge of and skill in the procedures for cleaning and sterilizing laboratory glassware.
	79.2 Skill in the use of common sterilization equipment.

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	SKILLS/KNOWLEDGES
80. Decontaminate laboratory equipment.	80.1 Knowledge of the need for and procedures for decontaminating and sterilizing lab equipment. 80.2 Skill in decontaminating and sterilizing lab equipment by use of various procedures and equipment.
81. Prepare various solutions.	81.1 Knowledge of the preparation of solutions. 81.2 Skill in preparing various kinds of solutions according to directions.
82. Collect specimens, following appropriate procedures.	82.1 Knowledge of the procedures for collecting the various specimens specified by the physician. 82.2 Skill in safely and effectively collecting specimens specified by the physician.
83. Apply dressings and bandages.	83.1 Knowledge of the purposes for using the various kinds of dressings and bandages. 83.2 Skill in the application and removal of bandages.
84. Apply heat or cold.	84.1 Knowledge of the purpose and uses for applying cold treatment.

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TASKS	SKILLS/KNOWLEDGES
	84.2 Skill in applying cold compresses.
	84.3 Skill in use of ice bag, cap, or collar.
	84.4 Knowledge of the purposes and use for applying heat treatment.
	84.5 Skill in applying the common heat treatments such as compresses, warm cradle, heating pad, irrigations, steam and hot water bag or bottle.
85. Communicate doctor's orders to another department or agency.	85.1 Basic communication skills.
	85.2 Skill in listening, receiving information, and interpreting information.
86. Assist doctor with physical examination.	86.1 Knowledge of the procedures for preparing the patient for a physical examination.
	86.2 Skill in preparing the patient for a physical examination.
	86.3 Knowledge of and skill in the use of medical asepsis.
	86.4 Knowledge of and skill in positioning the patient for examination.
	86.5 Knowledge of the procedures used and skill in assisting the physician during a physical examination.

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TASKS	SKILLS/KNOWLEDGES
	86.6 Knowledge of common personality patterns and behaviors.
	86.7 Skill in listening, receiving information and interpreting information.
	86.8 Basic communication skills.
	86.9 Skill in observing and reporting what is observed.
	86.10 Knowledge of various cultures, subcultures, and value systems associated with each.
	86.11 Knowledge of the importance and necessity of forms in record keeping.
87. Test urine for sugar, acetone, and albumin.	87.1 Knowledge of the various procedures for testing the urine for sugar, acetone, and albumin.
	87.2 Skill in testing the urine for sugar, acetone, and albumin.
88. Measure specific gravity of urine.	88.1 Knowledge of the concept of specific gravity.
	88.2 Skill in measuring the specific gravity.
89. Weigh patient and record patient's weight on chart.	89.1 Skill in the use of hospital weighing scales.

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TASKS	SKILLS/KNOWLEDGES
	89.2 Knowledge of the importance and necessity of forms in record keeping.
	89.3 Skill in observing and reporting what is observed.
90. Fill hypodermic syringe.	90.1 Skill in filling a hypodermic syringe accurately and safely.
91. Give injections.	91.1 Knowledge of and skill to prepare, and inject a medication accurately, safely, effectively, and skillfully, into muscle tissue.
	91.2 Knowledge of and skill to prepare and inject a medication accurately, safely, effectively, skillfully, into subcutaneous tissue.
	91.3 Knowledge of procedures for and skill in giving intravenous infusions.
92. Set up equipment for application of casts.	92.1 Knowledge of the common types of equipment used to apply casts.
	92.2 Skill in setting up equipment for the application of casts.

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TASKS	SKILLS/KNOWLEDGES
93. Follow procedures for soaking, cleaning and sterilizing instruments, trays, basins, and other equipment to be used in the examination and/or operating room.	93.1 Knowledge of the purpose of and procedures for cleaning and sterilizing equipment. 93.2 Knowledge of the procedures for handling equipment to avoid contamination. 93.3 Skill in carrying out the procedures for cleaning and sterilizing equipment. 93.4 Skill in the use of procedures to avoid contamination of equipment.
94. Prepare and operate the autoclave.	94.1 Knowledge of the functions of and use of the autoclave. 94.2 Skill in loading, operating, and unloading the autoclave.
95. Prepare, preserve, and ship serological specimens.	95.1 Knowledge of and skill in the use of the procedures for preparing, preserving, and shipping serological specimens.
96. Operate and adjust examining tables.	96.1 Knowledge about the common types of examining tables - their purpose and use. 96.2 Skill in operating and adjusting the table according to the examination to take place, so that the patient is as comfortable as possible.

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TASKS	SKILLS/KNOWLEDGES
97. Measure and enter temperature, pulse, and respiration accurately on charts.	97.1 Skill in determining the body temperature by the axillary (groin) method, the oral method, and the rectal method. 97.2 Knowledge of normal temperature. 97.3 Knowledge of the circulatory system and its normal functioning. 97.4 Knowledge of the circulatory system and its normal functioning. 97.5 Skill in observing and reporting what is observed. 97.6 Skill in observing and reporting what is observed.
98. Apply arm slings.	98.1 Knowledge of the reasons for using arm slings and familiarity with the various types of slings. 98.2 Skill in applying arm slings.
99. Apply and remove artificial limb.	99.1 Knowledge of the common types of artificial limbs. 99.2 Skill in applying and removing artificial limbs. 99.3 Knowledge of common personality patterns and behaviors.

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TASKS	SKILLS/KNOWLEDGES
100. Plan meals using basic principles of nutrition.	100.1 Basic knowledge of principles of nutrition.
	100.2 Knowledge of common personality patterns and behaviors.
	100.3 Skill in listening, receiving information, and interpreting information.
	100.4 Knowledge of various cultures, subcultures, and value systems associated with each.
101. Requisition meals.	101.1 Knowledge of the procedures for requisitioning meals.
	101.2 Skill in the use of forms to requisition meals.
102. Notify dietary department of diet change.	102.1 Basic communication skills.
	102.2 Familiarity with the procedures for making diet changes.
103. Use fluid measurement.	103.1 Knowledge of the system for measuring fluids (English and metric).
	103.2 Knowledge of basic arithmetic (such as ratios, fractions, decimals, and conversion factors).

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TASKS	SKILLS/KNOWLEDGES
	103.3 Skill in the use of the metric and English systems of fluid measure.
104. Check food trays against prescribed diet list.	104.1 Skill in observing and reporting what is observed. 104.2 Knowledge of the importance and necessity of controlled diets.
105. Utilize diet exchange lists to accomodate likes and dislikes.	105.1 Knowledge of the system of diet exchange list commonly used. 105.2 Knowledge of common personality patterns and behaviors. 105.3 Knowledge of various cultures, subcultures, and value systems associated with each. 105.4 Skill in listening, receiving information and interpreting information. 105.5 Basic communication skills.
106. Check food eaten by patient when collecting trays.	106.1 Skill in estimating the amount of food left after the patient has eaten from a standard specified diet. 106.2 Skill in observing and reporting what is observed.

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TASKS	SKILLS/KNOWLEDGES
107. Serve patient's tray.	107.1 Skill in correctly serving the patient's tray for his convenience according to his condition.
108. Estimate, record and report patient diet and fluid intake.	108.1 Knowledge of the system for measuring fluids (English and metric). 108.2 Knowledge of basic arithmetic (such as ratios, fractions, decimals, and conversion factors. 108.3 Skill in estimating the amount of food left after the patient has eaten from a standard specified diet. 108.4 Skill in observing and reporting what is observed. 108.5 Knowledge of the importance and necessity for records.
109. Prepare tray for return to dietary department.	109.1 Knowledge of and skill in the procedures used to prepare trays for return to the dietary department.
110. Inserts rectal suppository.	110.1 Knowledge of the purpose and uses of suppositories. 110.2 Skill in introducing a medication carried in a cone shaped base into the rectum (or vagina) for a local or systemic effect.

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C. NURSING

TASKS	SKILLS/KNOWLEDGES
111. Change dressing of patients with a colostomy or ileostomy.	111.1 Knowledge of and skill in the use of technique to change dressings of patients with a colostomy or ileostomy.
112. Maintain records on fluid intake and output in either metric or U. S. measure systems.	112.1 Knowledge of the system for measuring fluids (English and metric). 112.2 Knowledge of basic arithmetic (such as ratios, fractions, decimals, and conversion factors). 112.3 Skill in estimating the amount of food left after the patient has eaten from a standard specified diet. 112.4 Skill in observing and reporting what is observed. 112.5 Knowledge of the importance and necessity for records.
113. Recognize and report normal and abnormal urine specimens.	113.1 Knowledge of what constitutes normal urine. 113.2 Skill in detecting changes from normal urine of the patient. 113.3 Skill in listening, receiving information and interpreting information.

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TASKS	SKILLS/KNOWLEDGES
114. Irrigate catheter.	114.1 Knowledge of the reasons for irrigating the catheter.
	114.2 Knowledge of and skill in the procedure for irrigating catheter.
115. Convert measures from metric to English system or English to metric system.	115.1 Knowledge of the English and metric system of measurement.
	115.2 Skill in converting from one system to the other.
	115.3 Skill in the use of arithmetic principles such as ratio, fractions, percentage, and decimals.
116. Catherize patient.	116.1 Knowledge of the purposes of catheterization.
	116.2 Skill in catherizing male and female patients.
	116.3 Basic knowledge of the anatomy of the male and female urinary systems.
117. Care for patient with an indwelling catheter.	117.1 Knowledge of prevention of infection and trauma in the urinary tract.
	117.2 Skill in keeping an accurate recording of urinary output.
	117.3 Skill in keeping incontinent patient dry.

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TASKS	SKILLS/KNOWLEDGES
118. Irrigate an indwelling catheter.	118.1 Knowledge of and skill in the irrigation of an indwelling catheter.
119. Check and regulate flow of blood transfusion.	119.1 Knowledge of the procedures for checking and regulating the flow of blood during a transfusion. 119.2 Skill in checking and regulating the flow of blood during a transfusion.
120. Start intravenous infusion.	120.1 Knowledge of the purposes of intravenous infusion. 120.2 Knowledge of and skill in the procedure for intravenous infusion. 120.3 Skill in location of blood vessel and injection of the needle.
121. Check and regulate flow of intravenous infusion.	121.1 Knowledge of and skill in checking and regulating the flow of intravenous infusion.
122. Prepare plaster and assist in applying casts.	122.1 Knowledge of the various types of casts, their uses, and the materials of which they are made. 122.2 Skill in preparing the plaster for use in making casts. 122.3 Skill in assisting the physician to apply a cast.

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TASKS	SKILLS/KNOWLEDGES
123. Adjust traction equipment.	123.1 Knowledge of and familiarity with the various types of traction apparatus.
	123.2 Skill in setting up and maintaining traction.
124. Set up an isolation unit.	124.1 Knowledge of and understanding of the necessity to prevent the spread of contagious organisms.
	124.2 Knowledge of the methods and practices of the institution according to causative organisms, needs, and requirements in a specific situation.
	124.3 Skill in setting up and maintaining an isolation unit.
	124.4 Knowledge of the techniques in daily care of the patient in isolation.
125. Follow procedures in care of isolated patients.	125.1 Knowledge and understanding of the necessity to prevent the spread of contagious organisms.
	125.2 Knowledge of the methods and practices of the institution according to causative organisms, needs, and requirements in a specific situation.
	125.3 Knowledge of the techniques in daily care of the patient in isolation.

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TASKS	SKILLS/KNOWLEDGES
126. Set up identification of contaminated and clean areas for help of other personnel.	126.1 Knowledge and understanding of the necessity to prevent the spread of contagious organisms. 126.2 Knowledge of the methods and practices of the institution according to causative organisms, needs, and requirements in a specific situation.
127. Prepare preoperative patient.	127.1 Knowledge necessary to assist in or to prepare the patient for surgery. 127.2 Skill in providing for the safety and comfort of the patient. 127.3 Skill in cleansing the skin area of operative site to prevent possible wound infection.
128. Responsible for preoperative orders being carried out, records checked, and patient identification before transfer to operating room.	128.1 Knowledge of preoperative procedures. 128.2 Skill in listening, receiving information and interpreting information. 128.3 Basic communication skills. 128.4 Skill in observing and reporting what is observed. 128.5 Knowledge of the importance and necessity for records. 128.6 Knowledge of the legal implication of caring for patients.

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TASKS	SKILLS/KNOWLEDGES
	128.7 Knowledge of the legal responsibilities of the health care worker and institution.
129. Assist the patient with discharge procedures.	129.1 Knowledge of the discharge procedures of the institution.
	129.2 Skill in assisting the patient with discharge procedures.
130. Clean patient unit after discharge.	130.1 Knowledge and skill necessary to clean entire patient unit according to specified procedures.
	130.2 Knowledge of and understanding of the necessity to prevent the spread of contagious organisms.
131. Dispose of contaminated materials and equipment.	131.1 Basic knowledge of microbiology necessary to understand established procedures to avoid spread of contagious diseases.
	131.2 Knowledge of the established procedures for the disposal of contaminated materials and equipment.
132. Apply and remove gown and mask.	132.1 Basic knowledge of microbiology necessary to understand established procedures to avoid spread of contagious diseases.

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TASKS	SKILLS/KNOWLEDGES
	132.2 Knowledge of the established procedures for the disposal of contaminated materials and equipment.
	132.3 Skill in putting on and taking off gown and mask without contamination.
133. Prepare accident and/or safety reports.	133.1 Skill in listening, receiving information and interpreting information.
	133.2 Basic communication skills.
	133.3 Skill in observing and reporting what is observed.
	133.4 Knowledge of the importance and necessity of forms in record keeping.
	133.5 Knowledge of the importance and necessity for records.
	133.6 Knowledge of and skill in report writing.
134. Give general skin care.	134.1 Knowledge of and skill in giving general skin care to patients in restraints, casts, traction, or with decubitus ulcers.
	134.2 Knowledge of and skill in the use of such supportive and comfort devices as sheepskins, lambwool pads, footboards, air rings, overbed cradles, and sandbags.

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TASKS	SKILLS/KNOWLEDGES
	134.3 Knowledge of the normal and abnormal conditions of the skin and how to recognize deviation.
135. Apply and remove braces.	135.1 Knowledge of and skill in applying and removing the common types of braces.
136. Set up and regulate humidifier.	136.1 Knowledge of the use of the humidifier and its proper functioning. 136.2 Skill in setting up and regulating the humidifier.
137. Give artificial respiration.	137.1 Knowledge of and skill in first aid procedures for giving artificial respiration.
138. Check and maintain drainage tubing with or without suction.	138.1 Knowledge of the purpose of and skill in checking and maintaining drainage tubing. 138.2 Skill in operating the common devices used to suction drainage tubes.
139. Take an electrocardiogram.	139.1 Knowledge of and skill in the use of electrocardiogram equipment. 139.2 Skill in preparing the patient for an electrocardiogram.

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TASKS	SKILLS/KNOWLEDGES
140. Draw a sample of blood.	140.1 Knowledge of the anatomy of the circulatory system.
	140.2 Skill in locating the blood vessel, puncturing it, and drawing a blood sample.
	140.3 Skill in other methods of blood collection commonly used.
141. Assemble surgical or obstretrical packs.	141.1 Knowledge of the proper makeup of surgical or obstretrical packs.
	141.2 Skill in assembling surgical or obstretrical packs.
142. Administer nasogastric.	142.1 Skill in administering the nasogastric gauge.
	142.2 Knowledge of the purposes of the nasogastric procedure.
	142.3 Skill in recognizing and treating for irritation of membrane.
143. Administer gavage.	143.1 Skill in administering the nasogastric gauge.
	143.2 Knowledge of the purposes of the nasogastric procedure.
	143.3 Skill in recognizing and treating for irritation of membrane.

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TASKS	SKILLS/KNOWLEDGES
144. Administer gastrotomy.	144.1 Skill in introducing nourishment, fluids, and/or medications through a tube inserted directly into the stomach through a surgical opening in the abdominal wall.
145. Assist the patient in passive and/or active exercise.	145.1 Knowledge of and skill in assisting the patient with prescribed exercises, either passive or active. 145.2 Knowledge of common personality patterns and behaviors.
146. Administer oxygen.	146.1 Knowledge of the common methods and procedures for administering oxygen to the patient. 146.2 Skill in administering oxygen to the patient according to the orders of the physician. 146.3 Knowledge and skill in providing for and maintaining safety precautions for working with oxygen.
147. Administer oxygen: positive pressure.	147.1 Skill in administering oxygen to the patient according to the orders of the physician. 147.2 Skill in administering oxygen by positive pressure. 147.3 Knowledge and skill in providing for and maintaining safety procedures.

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TASKS	SKILLS/KNOWLEDGES
148. Suction patient's tracheotomy.	148.1 Knowledge of and skill in operating suction machine. 148.2 Skill in the procedures for suctioning the patient's tracheotomy. 148.3 Skill in the manual method. 148.4 Ability to read, comprehend, and follow directions.
149. Remove and clean inner cannula of tracheotomy.	149.1 Skill in removing and cleaning inner cannula of tracheotomy.
150. Set up and regulate croupette.	150.1 Ability to read, comprehend, and follow directions. 150.2 Skill in setting up and regulating the croupette according to the physician's orders.
151. Set up equipment and assist with rectal, vaginal, or protoscopic examination.	151.1 Skill in preparing the patient for examination. 151.2 Knowledge of the procedures for examination to be used. 151.3 Skill in setting up the specific equipment for the specified examination. 151.4 Skill in assisting in the specified examination.

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TASKS	SKILLS/KNOWLEDGES
	151.5 Knowledge and skill in caring for specimens.
	151.6 Knowledge of and skill in positioning and holding the patient.
152. Screen and drape patient.	152.1 Knowledge of and skill in screening and draping the patient before and during the physical examination.
153. Instill solutions into eye, ear, and nose.	153.1 Knowledge of the anatomy of the eye, ear, and nose.
	153.2 Knowledge of and skill in the procedures for instilling solutions into the eye, ear, and nose.
	153.3 Skill in carrying out safety procedures.
154. Irrigate and/or instill solutions into wound.	154.1 Skill in irrigating and/or instilling solutions into the patient's wounds while maintaining the safety and comfort.
	154.2 Knowledge of the procedures for irrigating natural and artificial body openings and tubing.
155. Irrigate stomach.	155.1 Knowledge of the procedures for irrigating natural and artificial body openings and tubing.

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TASKS	SKILLS/KNOWLEDGES
	155.2 Specific skill in irrigating the patient's stomach according to accepted procedures.
156. Instill solutions into stomach.	156.1 Knowledge of the procedures for irrigating the natural and artificial body openings and tubing.
	156.2 Specific skill in instilling solutions into the patient's stomach according to accepted procedures.
157. Assist with somatic therapies.	157.1 Knowledge of and skill in the use of accepted nursing procedures for promoting sleep.
	157.2 Knowledge of common personality patterns and behaviors.
158. Give oral medications.	158.1 Knowledge of and skill in preparing medications for the patient.
	158.2 Skill in getting the patient to take oral medications.
159. Do nose and throat cultures.	159.1 Knowledge and skill in obtaining specimens and making nose and throat cultures.
	159.2 Knowledge and skill in caring for specimens.

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TASKS	SKILLS/KNOWLEDGES
160. Do wound cultures.	160.1 Knowledge and skill in obtaining specimens and making wound cultures.
161. Give inhalation medications.	161.1 Knowledge of and skill in giving the common inhalation medications.
162. Prepare medications.	162.1 Knowledge and skill in preparing common medications. 162.2 Knowledge of the limits on performing health care procedures imposed by training and ability. 162.3 Knowledge of the procedures for the control and security of narcotics. 162.4 Awareness of the need for tight control and security of narcotics.
163. Give intramuscular injections.	163.1 Knowledge of muscular anatomy. 163.2 Skill in preparing and injecting a medication accurately, skillfully, safely, and effectively into muscle tissues.
164. Instruct patient and family as to post hospital care of patient.	164.1 Knowledge of post hospital care for common operations and illnesses. 164.2 Basic communication skills.

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TASKS	SKILLS/KNOWLEDGES
	164.3 Knowledge of common personality patterns and behaviors.
	164.4 Knowledge of various cultures, subcultures, and value systems associated with each.
165. Assist physician in his rounds with the patients.	165.1 Knowledge of and skill in screening and draping the patient before and during the physical examination.
	165.2 Skill in preparing the patient for physical examination by the physician.
	165.3 Skill in assisting the physician in a physical examination.
	165.4 Skill in the use of medical asepsis.
166. Assist with individual and/or group therapy.	166.1 Knowledge of group processes.
	166.2 Knowledge of common personality patterns and behaviors.
	166.3 Knowledge of various cultures, subcultures and value systems associated with each.
	166.4 Skill in listening, receiving information and interpreting information.
	166.5 Basic communication skills.

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TASKS	SKILLS/KNOWLEDGES
	166.6 Skill in observing and reporting what is observed.
	166.7 Knowledge of how to effectively utilize groups.
167. Start intravenous fluids.	167.1 Knowledge of the circulatory system.
	167.2 Skill in locating site, inserting needles, and starting intravenous fluids.
	167.3 Knowledge of safety precautions for starting intravenous fluids.
	167.4 Skill in setting up equipment for intravenous fluids.
168. Help patients to use crutches or other aids to walking.	168.1 Knowledge of common personality patterns and behaviors.
	168.2 Knowledge of various cultures, subcultures, and value systems associated with each.
	168.3 Basic communication skills.
	168.4 Skill in teaching individuals the correct usage of crutches or other aids to walking.

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TASKS	SKILLS/KNOWLEDGES
169. Start blood transfusions.	169.1 Knowledge of the circulatory system.
	169.2 Skill in locating site, inserting needles, and starting intravenous fluids.
	169.3 Knowledge of safety precautions for starting intravenous fluids.
	169.4 Skill in setting up equipment for intravenous fluids.
170. Give intravenous injections.	170.1 Knowledge of the venous system.
	170.2 Knowledge of and skill in preparing and injecting a medication accurately, safely, effectively, and skillfully.
	170.3 Skill in using sterile technique (surgical asepsis).
171. Read cardiac monitors.	171.1 Skill in observing and reporting what is observed.
	171.2 Knowledge of and skill in the use of cardiac monitors.
	171.3 Skill in reading cardiac monitors.
	171.4 Skill in recognizing deviations from normal readings of the cardiac monitor.

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HEALTH RELATED C. NURSING TASKS	SKILLS/KNOWLEDGES
172. Read fetal monitors.	172.1 Skill in observing and reporting what is observed.
	172.2 Knowledge of and skill in the use of fetal monitors.
	172.3 Skill in reading fetal monitors.
	172.4 Skill in recognizing deviations from normal readings of the fetal monitor.
173. Read skin tests.	173.1 Knowledge of and skill in reading the common skin tests.
174. Supervise personnel in giving nursing care.	174.1 Knowledge of common personality patterns and behaviors.
	174.2 Basic communication skills.
	174.3 Basic knowledge of group processes.
	174.4 Basic knowledge of administrative process.
	174.5 Knowledge of one's self.
	174.6 Knowledge of how to effectively utilize groups.
175. Analyze nursing care requirements.	175.1 Knowledge of common personality patterns and behaviors.

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SKILLS/KNOWLEDGES

175.2 Basic communication skills.

175.3 Basic knowledge of group processes.

175.4 Basic knowledge of administrative process.

175.5 Skill in organizing thought process from observations.

175.6 Skill in conceptualizing ideas and thoughts.

175.7 Skill in listening, receiving information, and interpreting information.

175.8 Knowledge of the limits on performing health care procedures imposed by training and ability.

175.9 Knowledge of the legal responsibilities of the health care worker and institution.

175.10 Knowledge of various cultures, subcultures, and value systems associated with each.

175.11 Knowledge and skills necessary for systematic planning and goal setting.

175.12 Knowledge of the basic functions, goals, and structures of the health services.

175.13 Knowledge of the change process.

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TASKS	SKILLS/KNOWLEDGES
	175.14 Basic knowledge of institutional structures and functioning.
	175.15 Knowledge of and skill in personnel evaluation procedures.
	175.16 Knowledge of job responsibilities and job expectations.
	175.17 Skill in identifying strengths and weaknesses of the nursing care program.
	175.18 Skill in analyzing problems and arriving at alternative solutions.
176. Assign patients to team members.	176.1 Knowledge of common personality patterns and behaviors.
	176.2 Knowledge of various cultures, subcultures, and value systems associated with each.
	176.3 Knowledge of how to effectively utilize groups.
	176.4 Ability to evaluate participation in patient care.
177. Assign unit tasks to team members.	177.1 Knowledge of common personality patterns and behaviors.
	177.2 Knowledge of various cultures, subcultures, and value systems associated with each.

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TASKS	SKILLS/KNOWLEDGES
	177.3 Basic knowledge of administrative process.
	177.4 Knowledge of how to effectively utilize groups.
	177.5 Ability to evaluate participation in patient care.
178. Supervise and evaluate performance of team members.	178.1 Ability to evaluate participation in patient care.
	178.2 Knowledge of various cultures, subcultures, and value systems associated with each.
	178.3 Basic knowledge of administrative process.
	178.4 Basic knowledge of group processes.
	178.5 Skill in organizing thought process from observations.
179. Orient new personnel.	179.1 Knowledge of the basic functions, goals and structure of the health services.
	179.2 Basic knowledge of institution structures and functioning.
	179.3 Knowledge of job responsibilities, and job expectations.

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TASKS	SKILLS/KNOWLEDGES
180. Schedule patient activities.	180.1 Skill in the common patient activities engaged in.
	180.2 Ability to accurately follow physician's prescription.
	180.3 Basic knowledge of administrative process.
181. Carry out aseptic technique.	181.1 Knowledge of and skill in carrying out aseptic technique.
182. Assist patient with therapeutic exercises.	182.1 Knowledge of and skill in the common therapeutic exercises.
183. Suction patient's respiratory passage.	183.1 Knowledge of and skill in suctioning the throat, nose, and trachea (manually and by machine).
	183.2 Skill in the use of common suction equipment.

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CHAPTER V

NUMBER OF PRESENT AND ANTICIPATED EMPLOYEES IN HEALTH RELATED OCCUPATIONS

This chapter presents a breakdown of the number of present and anticipated employees for the selected occupational areas identified in Chapter I. The data from which these tables were developed was a continuing process of the staff throughout Phases I and II.

The data presented in this chapter come from two primary sources. The first source was a written survey, prepared by the project staff and mailed to all hospitals and health related agencies in Duval County. The second was the results of a previous survey conducted by the Health Planning Council of Jacksonville (completed 1972). This survey was conducted among the practicing physicians in Duval County.

The figures are reported as totals by area in order to protect the confidential nature of some of the responses.

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NUMBER OF PRESENT AND ANTICIPATED EMPLOYEES

Health Related Occupations

Area and Positions	Number of Current Employees	New Employees Anticipated 12 Months
I. Laboratory Related	132	51
1. Medical (Clinical) Lab Technician		
2. Certified Lab Assistant		
3. Laboratory Assistant		
4. Histologic Technician		
5. Blood Bank Technician		
6. Cytotechrologist		
II. Medical Related	220	44
1. Medical Office Assistant		
2. Medical Record Clerk		
3. Ward Clerk		
4. Medical Librarian		
5. Medical Receptionist		
III. Nursing Related	1724	558
1. Technical Nurse (Associate Degree)		
2. Licensed Practical Nurse (LPN)		
3. Nurse Aide		
4. Orderly		
5. Surgical Technician		

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